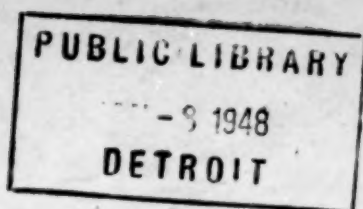


PROF. LIB.



# College and Research Libraries

Vol. IX, No. 1, January, 1948

Association of College and Reference Libraries

## College and Research Libraries

CARL M. WHITE, *Editor*

MAURICE F. TAUBER, *Managing Editor*

### EDITORIAL STAFF

Buildings .....	RALPH E. ELLSWORTH
Methods .....	JENS NYHOLM
News .....	JOHN H. BERTHEL
Personnel .....	BYRON C. HOPKINS
Resources .....	ROBERT B. DOWNS

*College and Research Libraries* is the official organ of the Association of College and Reference Libraries, a division of the American Library Association. It includes general articles, official reports, addresses of conference speakers, reviews of selected books, and news from the field of wide professional interest.

Manuscripts of articles and addresses should be addressed to the Office of the Editor, Columbia University Library, New York City 27. Requests for reprints should be addressed to Editor, *A.L.A. Bulletin*, American Library Association, 50 E. Huron St., Chicago 11, at the time the notification is received of the issue in which the article is scheduled to appear. The scope of the journal does not permit inclusion of personal communications or exhaustive coverage by reviews of the literature of librarianship.

To editors: Material in *College and Research Libraries* is not copyrighted. No comment or pronouncement can be cited as official endorsement of the Association of College and Reference Libraries or of the American Library Association. Such action can only be taken through a formal vote of the associations. The assumption of editorial responsibility is not to be construed necessarily as endorsement of opinions expressed by writers.

Subscription price: to members of the Association of College and Reference Libraries, \$2 per year; to others, \$3 in the U.S., Canada, and Latin America; in other countries, \$3.25; single copy, \$1.

Payment for subscriptions should be made to the American Library Association, 50 E. Huron St., Chicago 11.

Members of the American Library Association may become members of the Association of College and Reference Libraries by indicating this as the division of their choice when paying A.L.A. dues, without the payment of additional dues. A.L.A. members wishing to belong to more than one division must pay to the A.L.A. an additional 20 per cent of their A.L.A. dues for each additional division.

*College and Research Libraries* is published quarterly, January, April, July, and October at 50 E. Huron St., Chicago 11, Ill., by the American Library Association, and printed at 450 Ahnaip St., Menasha, Wis. Entered as second-class matter May 8, 1940, at the post office at Chicago, Ill., under the Act of March 3, 1879, with an additional entry at Menasha, Wis.

# *Handbooks of American Natural History*

ALBERT HAZEN WRIGHT, CORNELL UNIVERSITY,  
ADVISORY EDITOR

## HANDBOOK OF SALAMANDERS

By Sherman C. Bishop, Professor of Vertebrate Zoology, University of Rochester. 1943. pp. xii, 550, 8vo, cloth, 200 illustrations. \$5.00.

## HANDBOOK OF LIZARDS

By Hobart Muir Smith, formerly Instructor in Zoology, University of Rochester. 1946. pp. 557, 8vo, cloth, 135 plates, 136 drawings, 41 maps. \$5.75.

## AQUATIC PLANTS OF THE UNITED STATES

By Walter Conrad Muenscher, Professor of Botany, Cornell University. 1944. pp. x, 374, 8vo, cloth, 157 illustrative plates, 400 maps. \$5.00.

## HANDBOOK OF THE MOSQUITOES OF NORTH AMERICA

By Robert Matheson, Professor of Entomology, Cornell University. Second edition, revised and amplified. 1944. pp. viii, 314, 8vo, cloth, 42 illustrations, 33 plates. \$4.00.

## THE MAMMALS OF EASTERN UNITED STATES

By W. J. Hamilton, Jr., Associate Professor of Zoology, Cornell University. 1943. pp. 432, 8vo, cloth, 184 illustrations, including 30 portraits by Earle L. Poole. \$4.00.

OTHER TITLES ARE NOW IN PREPARATION

*Comstock Publishing Company, Inc.*

ITHACA, NEW YORK



# WILEY

## new WILEY books

### DATA BOOK FOR CIVIL ENGINEERS

By ELWYN E. SEELYE

#### Volume I—Design

Covers the main fields of civil engineering—structures, sanitation, water supply, drainage, roads, airfields, dams, docks, bridges and soils.

1945

417 Pages

\$7.50

#### Volume II—Specifications and Costs

Modern codes, practices and designs are emphasized. Typical specifications are written briefly, yet clearly. Relative costs of different materials and methods are provided.

1946

326 Pages

\$6.75

#### Volume III—Field Practice

Part I—*Inspection*—provides outlines of procedure for inspection, and contains check-lists for inspectors in varied types of civil engineering work. Part II—*Surveying*—discusses stakeout problems, instrument adjustments, azimuth determination, and plotting problems.

1947

306 Pages

\$4.50

### INDUSTRIAL HEALTH ENGINEERING

By ALLEN D. BRANDT

A practical reference volume that lists over 1,000 hazardous occupation and shows how to recognize and combat health hazards in various industries.

1947

383 Pages

\$6.00

### MAGNETIC CONTROL OF INDUSTRIAL MOTORS

By GERHART W. HEUMANN

A well-arranged book that presents a clear, comprehensive treatment of the characteristics of control devices, the function of commonly used control circuits, and what performance can be expected of various types of motors.

1947

387 Pages

\$7.50

### ELECTRONIC TRANSFORMERS AND CIRCUITS

By REUBEN LEE

A practical book that presents material directly related to radar and communications. Stresses application rather than pure theory, and clarifies each point by illustrations, good working rules and practical examples.

1947

284 Pages

\$4.50

### VAT DYESTUFFS AND VAT DYEING

By M. R. FOX

A thorough discussion of the science of dyeing, emphasizing vat dyeing, identification and classification of vat dyes and Indigosols.

1947

323 Pages

\$5.50

### ARCHITECTURAL CONSTRUCTION

The Choice of Structural Design

By THEODORE CRANE

A book that deals with a problem facing every architect: how to determine the most appropriate design for the structural portions of a building as governed by geographical location, site conditions, type of occupancy, equipment, and architectural design.

1947

414 Pages

\$6.00

### PRINCIPLES OF MICROPALAEONTOLOGY

By M. F. GLAESSNER

An outline of micropalaeontology which offers a brief review of the main types of microfossils and of the methods applied to their study, a discussion of the fossils representative of the foraminifera, and the historical sequence of microfaunas, etc.

1947

296 Pages

\$6.00

### FLIGHT ENGINEERING AND CRUISE CONTROL

By HARRIS G. MOE

Presents practical information essential for personnel operating aircraft. Theoretical aspects of flying are combined with an explanation of the applications of these principles.

1947

210 Pages

\$4.00

### THE ESCALATOR METHOD IN ENGINEERING VIBRATION PROBLEMS

By JOSEPH MORRIS

Shows how Lagrangian frequency equations can be made numerically tractable and how a complicated system may be treated in a simple manner, by dealing with its constituent parts.

1947

270 Pages

\$4.50

### POWER SYSTEM STABILITY

By SELDEN B. CRARY

#### Volume II—Transient Stability

Discusses such factors affecting transient performance as: occurrence, type and location of short circuits; the response of the system to sudden changes in voltage and current; speed of circuit breakers and relays; and the response of excitation systems and governors of synchronous machines.

1947

342 Pages

\$6.00

#### Volume I—Steady State Stability

1945

291 Pages

\$4.50

### CHEMICAL PROCESS PRINCIPLES

By O. A. HOUGEN and K. M. WATSON

#### Part II—Thermodynamics

Develops the fundamental principles of thermodynamics with particular emphasis on generalized methods used for estimating thermodynamic properties from a minimum of experimental data.

1947

412 Pages

\$5.00

#### Part III—Kinetics and Catalysis

Furnishes a comprehensive treatment of chemical kinetics applied to reactor design for nearly all types of reactions.

1947

348 Pages

\$4.50

#### Part I—Material & Energy Balances

1943

452 Pages

\$5.00

### WIND TUNNEL TESTING

By ALAN POPE

Discusses design problems of the general utility wind tunnel, describes the procedure for testing a new model airplane, and treats wind-tunnel-boundary corrections to full scale.

1947

320 Pages

\$5.00

**JOHN WILEY & SONS, INC.**

440 Fourth Ave., New York 16, N.Y.



# College and Research Libraries

## Contents

THE LIBRARY IN THE EDUCATIONAL INSTITUTION .....	3
George H. Sabine, <i>Susan Linn Sage professor of philosophy, Cornell University</i>	
DOCUMENTS AND PUBLICATIONS OF THE UNITED NATIONS .....	6
Harry N. M. Winton, <i>chief, documents index unit, United Nations</i>	
THE DOCUMENTS EXPEDITING PROJECT IN ITS FIRST YEAR .....	15
Homer Halvorson, <i>librarian, Johns Hopkins University</i>	
THE SUPERINTENDENT OF DOCUMENTS AND AMERICAN LIBRARIES: A LIAISON APPROACH .....	18
Nathaniel Stewart, <i>associate in library service, Columbia University</i>	
COLLEGE LIBRARIES WITH DUAL ROLES .....	25
Humphrey G. Bousfield, <i>librarian, Brooklyn College</i>	
BOOKS OF EXCEPTIONAL AGE .....	33
Charles F. Gosnell, <i>state librarian, New York State Library</i>	
THE RECATALOGING PROGRAM OF THE ARMY MEDICAL LIBRARY .....	41
Wyllis E. Wright, <i>librarian, Williams College</i>	
A GUIDE TO MAP SOURCES FOR USE IN BUILDING A COLLEGE MAP LIBRARY ...	45
Edward B. Espenshade, Jr., <i>associate professor of geography, Northwestern University</i>	
SALARY AND TENURE OF CATALOGERS .....	54
Dorothy Charles, <i>H. W. Wilson Company</i>	
ENGINEERING LIBRARIES: THEIR PURPOSE AND ORGANIZATION .....	59
William H. Hyde, <i>librarian, Illinois Institute of Technology</i>	
MINUTES OF THE BUSINESS MEETING, A.C.R.L., SAN FRANCISCO, JULY 3, 1947	65
BRIEF OF MINUTES, MEETINGS OF BOARD OF DIRECTORS, SAN FRANCISCO .....	72

January, 1948

Volume IX, Number 1

(Continued on next page)

## Contents

(Continued)

CONSTITUTION AND BY-LAWS OF THE ASSOCIATION OF COLLEGE AND REFERENCE LIBRARIES ( <i>Revised to July 1947</i> ) .....	74
PERSONNEL .....	79
APPOINTMENTS .....	83
NECROLOGY .....	85
NEWS FROM THE FIELD .....	86
REVIEW ARTICLES	
The National Library in 1946 and Before .....	89
Carleton B. Joeckel, <i>University of California</i>	
Further Progress in Cataloging .....	90
Raynard C. Swank, <i>University of Oregon</i>	

By GEORGE H. SABINE

## The Library in the Educational Institution<sup>1</sup>

NO ONE questions the proposition that the library occupies a central position in any educational institution, whether it be a great university, with thousands of undergraduate students and hundreds of potential scholars and scientists in its graduate school, or a small undergraduate college. The treasures of the literary arts, the knowledge of man's past and the moral and social achievements of his civilization, the accounts of discovery and of scientific investigation, are recorded and preserved for the most part in books. Education consists in no small degree in making each rising generation aware of what has been felt and thought and discovered by the generations that have preceded it, and while no really vital education can content itself merely with this task of conserving what has been done in the past, every new step that men make into the future must take its beginning from the recorded achievements of the arts and sciences.

This dependence upon the spoken and the written word is indeed the chief mark which distinguishes man from all the other creatures of the world. It is this alone which enables him to create and possess a culture. Other animals learn by observation and by imitation, but the learning of an animal, stored in the skilled adjustments of his nerves and his muscles, dies with him, and each successive generation begins again at the place where the preceding generation began and acquires in its lifetime only the

same skill that its predecessors had. Language, on the other hand, is the great repository of all the skill and learning of man's past, enabling each new generation, if it is wise, to begin where the preceding generation left off. The linguistic symbol becomes intellectual shorthand for years of labor and enables the human learner to by-pass the roundabout learning of trial and error. And though the spoken tradition was an instrument of enormous power, compared with the mental apparatus available to any nonhuman animal, its leverage was lengthened many hundred times by the invention of writing. The alphabet is perhaps some 4,000 years old, and within its lifetime is contained the history of all the great civilizations. The life of the printed book runs back for hardly half a thousand years. Without it modern science, modern government, modern social organization, and more especially modern education would be unthinkable. It is no mystery that at the center of every modern college and university stands the library.

Nevertheless, the library poses for every educational institution some very serious practical difficulties. In no small part these difficulties arise from a real embarrassment of riches. With our modern ideals of the collecting and storing of books the *ways in* are always open and the *ways out* are always closed. And since the production of books goes on at an ever increasing rate, the collection not only grows ever faster but it grows endlessly. It takes only a very elementary calculation in arithmetic to see

<sup>1</sup> Address at the library supper, Kenyon College, June 15, 1947.

that this makes an impossible situation, for if a number increases without end, no matter how slowly it increases, it must at some time exceed any limit you may wish to assign. And long before that process produces an arithmetical monstrosity, it will produce a library that no college can afford to house and keep in order. Moreover, a great portion of such a collection will at all times be obsolete. There are college libraries that contain an impressive number of volumes, but if the obsolete textbooks, for example, were subtracted, the number would shrink to very modest proportions.

#### *Selective Purchasing and Cooperation*

My own experience as a teacher has been wholly in universities that aimed to support research in a great variety of subjects, and for purposes of research, especially in historical subjects, many books are needed—not to mention manuscripts—which from the point of view of undergraduate instruction are quite useless. Such libraries must number their volumes in the millions. Yet even here the problem is not solved. For if the biggest library were ten times as big as it is, it still could not contain all the books that some scholar might legitimately want to see. The day has certainly gone by—if there ever was such a day—when any library could intelligently aim at bigness or follow a policy of trying to grow equally at all points. If the library services of the country could be rationalized—which I fancy is not likely to happen—the line to be followed would be, first, selective purchasing, the development of every library upon some line of specialization appropriate to the institution of which it is a part, and second, cooperation with other libraries in a system of interlibrary loans by which out-of-the-way books might be made available when and where they are needed.

Libraries devoted primarily to research, however, are few and far between, and, I

take it, are not the subject in which this meeting is chiefly interested. At the same time I do not believe that what has been so far said has been wasted. The problem is the same everywhere and in general the solution is the same everywhere—namely, a wise and far-seeing selection of purposes and a steady policy of directing one's action into channels marked out by those purposes. In these respects the great research library and the library of an undergraduate college conform to the same principle. Any library, wherever and whatever it is, is a service institution and its activities ought to correspond to the service it is intended to render and the needs of the public which it serves. In this respect the undergraduate college and its library must jointly make up their minds what they intend to do and how best to do it. The college must decide what it means to teach, where the emphasis of its teaching falls, what kind of students it has, and what it means to make of them. Then the library has to be planned with reference to these purposes of the college. There is no way to decide what kind of library is needed, how big it must be, where it must be strong, and where it dares to be weak, until one knows who will want to use the library and for what. The first principle is that any library must reflect the educational purposes of the college of which it is a part.

#### *Need Well-Selected Books*

It is obvious that what undergraduates need is not many books but well-selected books. And while every college will follow its own special bent in the selection, there are two rules that will be applicable everywhere. Education has always two sides: it makes students aware of the achievements of the culture to which they belong and it fits them to take a part in the present struggles and problems of that culture. Some workable combination of these two purposes is the object sought by any college

curriculum. This affects the library by giving it two principles of selection: it must make available good and readable editions of the classics in all the subjects that the college aims to teach, and it must provide the best of the contemporary publications even though these continually become obsolescent. Whether a college directs its teaching especially toward the humanities, or especially toward the social studies, or especially toward the sciences, it will have to make this combination of past and present. For without a present meaning the study of the classics in any subject will become antiquarian or scholastic. But without the historical aspects of a subject its present problems have no roots.

Another rule for the library of an undergraduate college is provided by the fact that it aims not merely to offer a service to persons who are already readers but also to make readers out of boys who have not yet formed the habit. In order to do the latter books must be accessible. No one can have a very genuine interest in books until he has learned the trick of being intrigued by a title, and when his curiosity has been aroused it needs to be fed at once. Some books at least ought to be where undergraduates can turn them over without the formality of asking for them. All this makes trouble for librarians. Books are put back in the wrong places; they are lost; sometimes unhappily they are stolen. This is the part of the price that has to be paid for making libraries attractive to students, and the undergraduate library cannot afford not to be attractive.

### *Teach Books Can Be Beautiful*

There is one other object that an undergraduate library ought to keep in view. It should first awaken and then keep alive the idea that book-making is an art and that books can be beautiful. If a library is fortunate enough to have the material to furnish

a rare book room, with fine specimens of old books or even manuscript books, so much the better. But this, though desirable, is not essential. Our fully mechanized modern printing plants can and do turn out beautiful books, and our modern book designers have learned to use these mechanized processes in ways that are artistically sound. And in books more than in most things taste can be made independent of price. The hand-printed and highly illustrated book will always sell at a price that makes it a collector's item, but a book turned out in quantity to sell at an ordinary price can still be well designed and well printed. For this kind of book good printing and good designing cost little more than bad. There are few articles of common use in which good taste has as free scope as in books, and there are few places where taste can be so easily trained as in the appreciation of a good piece of book designing, a good face of type, and a good job of printing. To make students sensitive to such matters is not the least important thing that a college library can do for them.

In conclusion I shall come back to the point where I began. A college can neglect many things without too much hampering its educational usefulness. But its library is one thing that it cannot neglect. For at some point every course that it teaches will depend upon its library. Even a quite elementary course taught largely out of a textbook ought still be taught by a teacher who is continually reading and studying beyond the limits of any textbook. No good course at a more advanced level can be taught exclusively out of a textbook. If it be a course in history, it must give to students some conception of sources and the ways in which historians handle evidence. If it be a course in literature, the best that it can do is to stimulate a student to read for himself the great books. If it

*(Continued on page 14)*



## Documents and Publications of the United Nations<sup>1</sup>

TWO YEARS ago in this city, on June 26, 1945, the representatives of fifty-one governments signed the charter of the United Nations and the statute of the International Court of Justice. The six main organs of the United Nations have since been established, the eleven commissions of the Economic and Social Council have been set up, and the major relationships between the specialized agencies and the United Nations have been defined for most of the agencies by agreement so that the initial period of basic organization may be said to have been completed.

During these two years of efforts to revivify and coordinate international activities disrupted by the late war, to grapple with the first substantive problems laid before the United Nations, the Secretariat itself has been in process of organization. The work of building a new Secretariat, while at the same time serving the new organs engaged in their first tasks, has not been made easier by the two great removes of the organization, from London to the Bronx in New York City, and thence to Lake Success in Long Island, which in turn will be only a temporary headquarters until the erection of the permanent buildings on the East River site in Manhattan. It is not surprising, therefore, if the swirl of activities, sweeping across the Atlantic to the New World and back again through conferences and commissions of inquiry and new specialized agencies, has prevented Sec-

retariat procedure from settling into recognizable patterns which may be described and cataloged with assurance. For the methodically-minded observer, the situation is still not clear, and to the Secretariat itself only the grander outlines and some details here and there emerge with clarity. But we are beginning to see our way and to order and coordinate our activities. It will be reasonable enough, therefore, simply to outline in this paper the situation concerning documents and publications of the United Nations, without pretending to finality in description.

### *Definitions*

Certain definitions may be conveniently laid down and certain areas marked off as outside the scope of the present paper. The term "United Nations documents" covers only those papers submitted, records of meetings, resolutions and reports adopted by organs and suborgans of the United Nations, which are published in a series under an official symbol or in the official records, whether the distribution be unrestricted or restricted, whether the documents be processed or printed. Drafts, internal Secretariat studies, and delegation papers which are not so published or which remain in typescript are excluded from that definition. Press releases and publications of the Department of Public Information, of the Statistical Office of the United Nations, and of other divisions of the Secretariat are likewise excluded. Furthermore, of the documents and publications of the

<sup>1</sup> Paper presented at the meeting of the Public Documents Committee, San Francisco, July 2, 1947.

United Nations, four groups will not be described in this paper. (1) The documents of the specialized agencies are outside the scheme of documentation developed at the headquarters. The specialized agencies are relatively autonomous and vary considerably in their methods of documentation, publication, and distribution. Some agencies, such as the International Labour Organization, are older than the United Nations itself; others, such as the International Refugee Organization, are not yet completely established; and most of them are not seated at the headquarters. (2) The documents of the Military Staff Committee are produced and distributed by that body alone. (3) The circulars and bulletins of the Secretariat are primarily of internal interest and circulation. (4) The documents issued away from headquarters, at the European office in Geneva, for example, have not yet been received with sufficient speed and regularity for the Documents Index unit at the headquarters to make any reasonable observations in the matter.

The documents of the International Court of Justice, which is seated at The Hague, lie outside the scheme of publications and distribution developed at the headquarters. They are printed in Leiden and are distributed by the court, which will, however, use the regular sales agents of the United Nations. Six series are planned: A. Judgments; B. Advisory opinions; C. Documents presented in cases; D. Statutes and treaties governing the organization of the court; E. Annual reports; F. Indexes to the judgments, etc. So far, only the first number in Series D has appeared.

#### *Documents Series*

Returning to an outline of the present situation with respect to United Nations documentation for the General Assembly, the councils, and commissions, we may ob-

serve that there are several salient categories by which it may be described. First, documents appear on paper of a distinctive color and masthead and under a series symbol. Second, nearly all documents are issued both in English and in French, the working languages, and key documents usually appear also in Russian, Spanish, and Chinese editions. Third, most documents issued for current use in discussion are processed (mimeograph or offset reproduction), a fact which sets a limit to the quantity which may be produced and which under the present distribution policy excludes such processed documents from sale, in order to assure an adequate supply for official use. Fourth, a considerable number of documents are reissued in printed form in the official records of the various main organs, so that they are generally available to the public through sale or subscription; and, furthermore, a growing number of key reports, from the Secretary-General and from subordinate bodies to the main organs, for instance, will appear initially in printed form either as separate documents in series or as separate supplements to official records of the main organ concerned. Fifth, documents are classified as to distribution into the categories "unrestricted," "restricted," and "secret." The last category requires the written approval of the Secretary-General for issue and so far has not been used. "Restricted" documents, including "restricted working papers," are circulated primarily to the members of the body of issue, usually a drafting subcommittee or body in which certain questions of policy are being initially discussed, or which meets in "closed" or "private" session. "Secret" and "restricted" documents are not distributed to the so-called depository libraries.

We may now take up in greater detail each of the five broad groupings outlined above. First, the identification of docu-

ments. The use of colored sheets for processed documents and colored covers for printed documents permits quick recognition of the issuing body in rapid sorting of masses of documents, whatever may be thought of the variations in hue which arise from the present exigencies in the paper supplies. All documents in the General Assembly, its committees and other subordinate bodies appear on white paper under a bilingual General Assembly masthead. Documents of the Security Council and its subordinate bodies appear on yellow under a Security Council masthead. The documents of the Economic and Social Council and its commissions appear on blue paper (although the documents of the first session issued in London were pink). The Trusteeship Council documents are green. The important Atomic Energy Commission, although not one of the six main organs under the charter, issues documents on salmon paper. The Secretariat circulars and bulletins appear on white paper under a bilingual "United Nations" masthead, which is also used for documents of any joint body composed of representatives of two of the six main organs. The covers only of the official records of the General Assembly and the councils are colored in the distinctive manner just described. The former journals, however, were printed on paper of these distinctive colors, with the journal of the first session of the Economic and Social Council, like the documents of that London session, in pink. So far as one can at present see, this policy will remain unchanged.

The system of document series symbols is more complex. The present system was laid down in New York and modifies the arrangements prevalent in the London period by discarding emphasis on letter symbols for a system which is primarily numerical in character. The modifications are really less severe than they have appeared. Most of the purely alphabetical

series symbols which were superseded relate either to documents of *ad hoc* committees which have been dissolved or to documents of the "nuclear" commissions of the Economic and Social Council which have been succeeded by full commissions regarded as new bodies. There remain to be sure, certain inconsistencies, but the following brief outline describes the basic features. Since the work of the main and subordinate organs during the years 1946 and 1947 has been essentially organizational in character, there is still, here and there, an area of uncertainty in symbol series of subordinate bodies, especially where certain bodies have not yet established a characteristic pattern of work and organization. Furthermore, anomalies have appeared and will appear when documents are produced away from the headquarters by members of the Secretariat not entirely familiar with the scheme.

Each of the main organs covered by the scheme and the Atomic Energy Commission has a characteristic symbol for its own plenary or general documents series: A/ for the General Assembly, S/ for the Security Council, E/ for the Economic and Social Council, T/ for the Trusteeship Council, and AEC/ for the Atomic Energy Commission. Documents presented to the main organ for consideration or issued by it are identified by a number following the characteristic basic symbol for the organ. Thus, A/182 is the 182nd document in the general series of the General Assembly, S/27 is the twenty-seventh document in the general series of the Security Council, and so on.

Subordinate to the General Assembly and the councils, is a ramifying complex of committees, commissions, subcommittees, and other bodies. Most of the permanent subordinate bodies have been now established, but there is no end to the number of *ad hoc* subordinate bodies which are created for specific tasks and are dissolved when these

are accomplished. This is not the place to describe their documentation in detail, but the general scheme may be outlined rather simply, with the reminder that the present arrangements have superseded the initial pattern devised in London.

The documents of any permanent or standing committee of a main organ are identified by a symbol composed of the basic symbol for the main organ and the component for committee numbered to correspond with the particular committee. Thus documents of the first or Political and Security Committee of the General Assembly are identified by the symbol A/C.1/; the documents of the Committee on Arrangements for Consultation with Nongovernmental Organizations of the Economic and Social Council are identified by the symbol E/C.2/.

Similarly, documents of *ad hoc* committees are identified by a symbol composed of the basic symbol for the main body and a component for the *ad hoc* committee numbered to correspond with the order of its establishment. Thus, E/AC.17/ is the series symbol for the *ad hoc* Committee on the Economic Commission for Europe, the seventeenth *ad hoc* committee established by the Economic and Social Council. Committees appointed before the institution of the present symbol scheme have been counted in determining the number of *ad hoc* committees so far established, but their old alphabetical symbols remain unchanged since most of these committees have expired. The permanent headquarters Committee of the General Assembly (symbol, A/SITE/) was the second *ad hoc* committee to be established by the General Assembly but its documents will continue to bear the old symbol until the committee is discharged.

Subcommittee series are indicated by affixing the number symbol component /SC.1/, /SC.2/, etc., to the symbol for

the parent committee or *ad hoc* committee.

Outside the Economic and Social Council proper are its subordinate commissions now numbering eleven. The documents of each of these are distinguished by a numbered component indicating a commission (/CN.1/, /CN.2/, etc.) affixed to the basic symbol for the council. Thus the documents of the Economic and Employment Commission bear the symbol E/CN.1/; the Statistical Commission, the symbol E/CN.3/; the Population Commission, the symbol E/CN.9/. It was felt by the Documents Index unit that a numerical designation would be less confusing in the long run than purely alphabetical symbols, because the innumerable alphabetical designations for various national and intergovernmental bodies already in existence narrow the choice of meaningful letter combinations available, while the problem of creating letter symbols meaningful in both English and French further narrows the area of choice. In the case of the Economic Commission for Europe the series symbol E/CN.10/ was overruled in favor of E/ECE/, but the latter symbol, completely alphabetical, may easily be confused by the unwary with the current abbreviation EECE for the Emergency Economic Committee for Europe, an older organization which is about to be dissolved.

Subcommissions series are indicated by affixing the numbered component /SUB. 1, /SUB. 2, etc., to the series symbol for the parent body. Thus E/CN.4/SUB.2/ designates the Subcommittee on Prevention of Discrimination and Protection of Minorities established by the Commission on Human Rights.

Conferences under the auspices of the Economic and Social Council or its commissions have been variously designated, but henceforth, will be designated with a numbered conference component E/CONF. 1/, E/CONF. 2/, etc.



Preparatory committees established to prepare for such conferences will issue documents bearing the affix /PC/ attached to the conference symbol.

In addition to their general series, there are for most of the main organs and subordinate bodies, certain subseries also embracing information series, records of meetings, and working papers. The symbol components for these types of subseries are affixed to the basic symbol for the organ. Thus, instructions to delegations, lists of members of delegations, and similar purely informative documents are issued in an information series with the affixed secondary symbol /INF/ , so that the symbol A/INF/3 is to be interpreted as the third document in the information series of the General Assembly.

Records of meetings appear either as verbatim records with the affixed secondary symbol /PV., indicating *procès-verbal in extenso*, or as summary records with the affixed secondary symbol /SR., indicating summary record, so numbered that the document number corresponds with the meeting number in a continuous series. Thus, S/PV.53 indicates the verbatim record of the fifty-third meeting of the Security Council, while T/AC.2/SR.6 indicates the summary record of the sixth meeting of the *ad hoc* Committee on Questionnaires established by the Trusteeship Council. It should be observed that verbatim records are provisional in character both as to original and interpreted text. They are prepared during the course of the plenary meetings for immediate issue to delegations, the Secretariat, and the press. Delegations are requested to forward any corrections within forty-eight hours to the Editorial Division, which is charged with preparing copy for the official records. The Economic and Social Council, unlike its sister organs, publishes only summary records in its *Official Records* (as formerly in

its *Journal*), so that the verbatim records remain in processed form only. Beginning with the fifth session, the summary records of this council will appear in a summary record series, instead of being scattered through its plenary series. The General Assembly, the Security Council, the Atomic Energy Commission, and the Trusteeship Council, which reissue the final texts of their verbatim records in their official records, do not issue summary records of plenary meetings.

With the exception of the first special session of the General Assembly, and the public meetings of the Subcommittee on the Spanish Question of the Security Council, verbatim records are not published for committees, commissions, and other subordinate bodies of the main organs but remain in manuscript form (if verbatim reporters were available to record the proceedings) in the files of the Secretariat or in the archives of the United Nations. Committees, commissions, and other subordinate bodies which issue records of their proceedings publish summary records. So far, only the summary records of the committees of the General Assembly (with the exception of the Credentials Committee) have been reissued in the printed official records. The summary records of the committees, commissions, and other subordinate bodies of the councils, as well as the subcommittees of General Assembly committees remain in processed form.

The last of the subseries embraces the working papers, always of restricted distribution, and usually composed of drafts and other documents for preliminary consideration or for discussion in closed meetings. Such a subseries is indicated by affixing the secondary symbol /W. to the basic symbol for the issuing body. The issue of such working papers is usually confined to committees and other subordinate bodies. Thus, document A/AC.7/W.3 is



the third working paper of the headquarters Advisory Committee.

In addition to symbols for these subseries and to the series of subordinate bodies, certain other secondary symbols are employed to indicate revisions of texts and corrigenda and addenda.

When the text of a document has been formally revised by action of the issuing body, or a delegation or the Secretariat has prepared a revised text of a document submitted by it, the secondary symbol /Rev.1 is added to the symbol and number assigned to the original text. Thus E/INF/1/Rev.1 denotes the first revision of document one in the information series of the Economic and Social Council.

If new material is issued which should be appended to a document already published, such as an appendix, tables, charts, maps, additional clauses or paragraphs, later information and the like, the addendum is issued with the secondary symbol /Add.1 added to the original symbol and number of the main document. Thus T/15/Add.1 would be the first addendum to document fifteen in the general series of the Trusteeship Council. E/INF/1/Rev.1/Add.1 would be the first addendum to the first revision of document one in the information series of the Economic and Social Council.

Secretarial or editorial correction of errors in the text, title, date or classification of a document, including the emendation of the translation or the addition of text erroneously omitted may be accomplished by issuing a corrigendum bearing the secondary symbol /Corr. 1 attached to the original symbol and number of the main documents. Thus, S/PV.82/Corr.3 is the third corrigendum to the verbatim record of the eighty-second plenary meeting of the Security Council. The time has not yet arrived when the Secretariat may produce documents with an Olympian calm and de-

cisiveness which precludes the necessity of issuing occasional revisions, corrigenda, and addenda, but the line is drawn at the issuance of corrigenda to corrigenda, and instead a second or third corrigendum is issued.

### *Printed Documents*

Of the processed documents described above, many are destined to be reissued in the printed official records and in the supplements thereto. The official records of the General Assembly, of the Security Council, the Economic and Social Council, the Trusteeship Council, and the Atomic Energy Commission comprise the records of the plenary meetings. These are usually verbatim records, but in the case of the Economic and Social Council, they are summary records only. The supplements contain the principal documents discussed at these meetings. The official records will replace entirely the former journals of the General Assembly, the Security Council, and the Economic and Social Council, and the former *Journal of the United Nations*, all of which, like the processed verbatim records, are only provisional in character. It is true that a great backlog of older records has not been printed because of the priority given to the heavy demands for printing of current records for the Security Council and Atomic Energy Commission, but before very long all the records for meetings in 1946 should be in print.

The official records are issued initially in bilingual editions in English and French and eventually appear also in Chinese, Russian, and Spanish editions.

The official records are sold or exchanged, so that they will be the means for making available to all libraries the bulk of the processed documents in the plenary series, the verbatim records of meetings of the main organs, and the reports of committees and commissions to those main

\* organs. The remaining processed documents in the plenary series which are not reissued in the official records are not sold or exchanged, so they must be consulted in the so-called "depository libraries" or at the headquarters of the United Nations. Except for the main committees of the General Assembly and its League of Nations and permanent headquarters committees, it is not intended that summary records of committees and commissions of the councils or of the other *ad hoc* committees of the General Assembly be published in the official records; likewise the papers of subcommittees will be excluded.

Certain important documents in any series, when they can be prepared sufficiently far in advance of a session, are printed rather than processed, such as the annual report of the Secretary-General on the work of the organization. Reports of commissions to the Economic and Social Council would probably appear only in draft form in the commission series and in final form as printed documents in the council series as supplements to its official records. For example, document E/436, the *Report of the Meeting of Experts to Prepare for a World Conference on Passport and Frontier Formalities*, appears as *Supplement No. 1* to the official records of the fifth session of the council. It seems clear that eventually the major portion of the general documents of the General Assembly and the councils will appear in print, and that an increasingly large part of the key reports will appear initially in printed form in advance of the meeting or session at which they will be considered.

#### *Serial Publications*

In addition to the documents of the United Nations and the official records, there are a number of official serial publications which may here be briefly mentioned. Some of these publications have

not yet appeared, while others have not yet acquired that regularity of appearance which marks the transition from the organizing period of the parent body. It is, therefore, fitting that only brief mention be made of them at this time and that, rather, attention be directed at certain aspects of their appearance. The Economic and Social Council was charged by the General Assembly with the task of surveying certain functions and activities of the League of Nations, with a view to determining which of them should, with such modifications as are desirable, be assumed by organs of the United Nations or be entrusted to specialized agencies which have been brought into relationship with the United Nations.

Among such league functions and activities to be considered were certain periodical publications and special studies. The continuance of such publications and the initiation of new series by the United Nations may be undertaken at the headquarters by the appropriate divisions of the Secretariat, by the European office (Geneva), by the office for Asia and the Far East, or by various specialized agencies now or later brought into relationship with the United Nations, with the consequence that existing publications of the agencies must also be considered and that a period of time must elapse before a firm picture can be obtained of the new situation. The Statistical Office of the United Nations at the headquarters now publishes the *Monthly Bulletin of Statistics* in English and French, which in its new form replaces the former league *Monthly Bulletin of Statistics*. The Transport and Communications Division of the Department of Economic Affairs prepares the *Monthly Review of Important Events in the Field of Transport and Communications* in a provisional form for limited distribution which continues the similar publication of the League of Nations

Economic, Financial, and Transit Department.

Two former publications of the League of Nations library are being continued in Geneva as the *Monthly List of Selected Articles* and the *Monthly List of Books Catalogued in the Library of the United Nations*, although not yet on a monthly basis.

The General Assembly approved regulations for the registration of treaties and for their publication in a treaty series of the United Nations. This project is well under way in the Legal Department and will be carried out in the tradition of the League of Nations Treaty Series.

Besides those publications and studies of the League of Nations which are to be continued, and the technical publications and studies inaugurated by the United Nations, is the considerable volume of informational material prepared and planned by the Department of Public Information. The department is well-known to libraries through its *United Nations Weekly Bulletin*, published in English, French, and Spanish editions. It issues also a wide variety of processed materials for the benefit of the press and schools, and reaches the public through other media less familiar to libraries, such as the radio, still and motion pictures, posters, and public speakers. The full round of its activities is beyond the scope of this paper.

#### *Publications Sales Numbers*

The Sales Section of the Division of Documents and Sales has established a series of standing-order categories for individual publications apart from periodicals and the official records. The categories cover fifteen fields, which are outlined in *United Nations Publications Catalogue No. 1*. Beginning in 1947 each publication carries on the reverse of the title page a box containing a publications sales number consist-

ing of the year of publication, the category number of the publication in Roman numerals, and the number of the publication in the particular category in Arabic numerals.

#### *Distribution*

The problem of distributing the unrestricted materials described in this paper may only be touched upon briefly. For the printed materials, the problem is not so difficult, since most of these are obtainable by exchange or sale through arrangements with the regular sales agents of the United Nations. The problem in this field is rather of coordinating the activities of the various specialized agencies and nongovernmental organizations throughout the world which are associated with the United Nations, so that at least information concerning separate and serial publications is readily available through some uniform method of listing or cataloging, even though publication and distribution may not be centralized. So far as the processed documents are concerned, it is difficult to see a better solution for a wide distribution to useful purpose of the immense bulk of unrestricted documents (in two working languages) than some arrangement for strategically located "depository libraries." The governments, the delegations, the Secretariat departments, the specialized agencies, and the nongovernmental organizations working with the United Nations must be assured of a distribution of documents sufficient to further their work, but an additional complete distribution beyond a select number of national libraries and research institutions making daily use of such documents seems uneconomic. For the general library, the printed official records will probably suffice. How the documents in the so-called "depository libraries" are to be made available to users elsewhere is a problem for the libraries themselves to solve.

The work of the Documents Index unit

has so far been chiefly to locate for the delegations and the Secretariat documents currently under discussion in the sessions of the various organs of the United Nations—speeches, draft resolutions, reports, and the like, to identify documents referred to or quoted, and to bring together documents dealing with any particular subject. The card index files cover a vast range of documents from the San Francisco Conference, through the Preparatory Commission, the General Assembly, the three councils, and the various commissions and other *ad hoc* bodies established by the main organs, as well as the circulars and bulletins of the Secretariat. But the efforts of a small staff to establish clues to all this material through cards, indexes, and other devices have left little time for publication of up-to-the-minute checklists or of detailed subject-indexes. Gradually, however, the backlog of checklists to documents is being whittled away by the issue of individual checklists to each committee series of the General Assembly for 1946. The Documents Index unit also issues at the close of

sessions of any organ during 1947, checklists which also list under each agenda item the documents submitted concerning it, the records of meetings in which it was discussed, and the section of the final report concerning the item. These checklists are themselves processed documents, but it is hoped that before the end of the year the unit will be able to publish this material in its own periodic checklist on a sales or subscription basis.

#### *Summary Note*

This survey has been of necessity brief, but it has possibly clarified the picture in some degree, and has suggested some of the documentary questions facing the United Nations and its associated bodies. The magnitude of the problem of international documentation demands that the best of technical skill and imagination be employed toward its solution for the benefit of all peoples. The cooperation and advice of American librarians in meeting this challenge will certainly be both warmly welcomed and expected.

## The Library in the Educational Institution

*(Continued from page 5)*

be a course in science, it needs a reasonable selection of scientific journals almost as much as it needs its laboratory. An inadequate library means crippled instruction everywhere, because it shuts off the sources

of information or of inspiration from teachers, from students, or from both. And apart from formal instruction, the library properly equipped and managed can be the chief intellectual influence on the campus.



## The Documents Expediting Project in Its First Year<sup>1</sup>

THE DOCUMENTS Expediting Project was set up in cooperation with the Library of Congress July 1, 1946, by the joint Committee on Government Documents for the procurement and distribution of war documents and other publications not handled by the office of the Superintendent of Documents. During and immediately following the war, numerous libraries, including the Library of Congress, tried unsuccessfully to obtain copies of documents which were issued by many government agencies but not distributed through the usual channels. As more and more of the requests from libraries were ignored or refused completely, several different librarians, whose institutions were members of the Association of Research Libraries, urged the establishment of an expediting office in Washington. The assumption was that they could achieve their objective—originally the acquisition of war documents—by cooperation where they had failed in their attempts as single institutions. Prior to this definite demand, the joint committee had concerned itself with more general matters, such as improving the depository system, the possibility of issuing a list of processed material soon after its appearance, suggesting changes and possible improvements in the *Monthly Catalog*, etc., Since, however, acquisition of otherwise nondistributed government publications seemed to be of paramount importance, the joint

committee dropped its preoccupation with abstract document problems and concentrated its activity on the establishment and maintenance of a documents expediting office.

In response to an inquiry sent out by the joint committee on Sept. 7, 1945 to 178 libraries, 32 indicated a willingness to support the project in amounts varying from \$500 to \$25. Those canvassed comprised the membership of the Association of Research Libraries, the members of the National Association of State Libraries, a selected list of larger public libraries, and a selected list of college and university libraries not included in the A.R.L. list. Total indicated subscriptions came to approximately \$5000; and the Library of Congress offered office space, telephone facilities, and fiscal arrangements as its share in the undertaking. With this as a start, the joint committee—perhaps we should say that from this point on “joint committee” becomes a euphemism for “chairman”—proceeded with the task of finding a man or woman who could actually do the expediting and maintain the office. Innumerable trips to Washington for consultation and interview of prospective candidates became necessary, but all our efforts met with failure until we obtained the name of Walter B. Greenwood, who was with the Ethnogeographic Board until June 30, 1946. “Bart” Greenwood proved to be our man, and with him as “expediter” the project got under way. The Library of

<sup>1</sup> Paper presented at the meeting of the Public Documents Committee, San Francisco, July 2, 1947.



Congress graciously made room for him in the Exchange and Gift Division of its Acquisitions Department and placed its facilities at his disposal. With the prompt payment of a \$500-subscription by one of the original proponents of the idea the project became a reality and documents began to pour into the Library of Congress Annex for distribution to the "DocEx" libraries participating in the project.

#### *Subscribers Have Profited*

In the first year of its operation the project has distributed over 283,000 pieces to its subscribing libraries. Of this number, the Library of Congress, holding the highest priority, received a total of 5856 pieces, most of which it was unable to procure in any other way. Other libraries have received fewer pieces, but in every case, the participant has received far in excess of the value of its subscription, so that participation has proved worth while for every one concerned. As an indication of the success of the project, mention should be made of the fact that the project has supplied the library of the Superintendent of Documents, and consequently the *Monthly Catalog*, with hundreds of pieces which it never had received before.

In addition to the material distributed by the project, the expeditor has obtained thousands of other items which are sent directly by the issuing agency to the "DocEx" libraries. This means that contacts were made with the agency and wherever mailing lists were maintained "DocEx" libraries were added if not already there. In several instances Mr. Greenwood has persuaded agencies to establish mailing lists where none existed before or to establish a central list of libraries which are to receive all of the processed material issued by the particular agency. Such arrangements were made with the Naval Research Laboratory,

the Atomic Energy Commission, the Civil Aeronautics Administration, the Tariff Commission, the Weather Bureau, and the Federal Public Housing Administration. In every case attention has been called to the need for the expeditious arrival in the libraries of publications widely reviewed in the press. In this connection it may be said that the project makes a check of the daily papers to discover such items released to the press but not distributed to the libraries through established mailing lists. The project tries to get these items in quantity and then distributes them directly to the "DocEx" libraries from its own office.

The documents expeditor has not confined his procurement activities solely to the field of United States government documents but has sought also to obtain for the participating libraries the publications of the many international agencies which maintain offices in Washington. The "DocEx" libraries are receiving these materials by means of mailing lists and by direct distribution from the project's office, just as in the case of U.S. documents. This latter method was followed for the publications of the Far Eastern Commission and the Inter-American Defense Board. For example, the project is receiving for distribution from the Far Eastern Commission its press release series, Civil Affairs Division, War Department, "Weekly Report on Japan to the Far Eastern Commission," Japanese legislation, etc.

#### *War Documents Distributed*

In keeping with the original purpose for which the project was established, the field of war documents was explored early to determine the availability of publications falling within its scope. With declassification procedures under way in most wartime agencies, a real opportunity was at hand to procure these hitherto unobtainable documents. Although most agencies were in

general willing to furnish their publications to interested libraries, the shortage of personnel and the lack of funds largely prevented such special activities. The task of distributing these documents would have to be done by some other means or not at all—and it was precisely here that the basic thinking which underlay the establishment of the Documents Expediting Project proved to be soundest. The office has provided the necessary channel of distribution for this type of document, which can be obtained in no other way. The representative of a group of cooperating libraries makes contact with the agency (or its successor), demonstrates the libraries' needs for its publications, and accepts responsibility for distributing and for carrying out any other details in connection with release of the publication in question. Every declassified document had to have its declassification authority verified to avoid any breach of security regulations, and in addition, each copy had to have its restriction canceled before it could be sent to a library. Through liaison with the various declassification committees of government agencies, the expeditor has sought to learn of documents as soon as they were released and then to procure copies for the participating libraries. In several instances the project has succeeded in initiating declassification procedures for some types of publications.

The Library of Congress has made available for the project's distribution a wide variety of U.S. military government documents (in English) procured by the Library of Congress Mission in Europe. Here, too, the interest of the participating libraries warranted the expenditure of considerable effort to process these materials for distribution, especially since many of the titles were not available from any other domestic source. Some documents, such as the *OMGUS Military Government Regulations*, had to be assembled before being distributed to

the libraries; this single title entry involved the handling of some 125 parts for each copy assembled. The same was true of the *Official Gazette* of the U.S. Army Military Government in Korea. For the Library of Congress as well as for other government agencies the project has provided a machinery of distribution not otherwise available.

As one of its activities, the project issues a mimeographed bulletin containing information about documents which may be of interest to participating libraries. Being in daily contact with many government agencies, the documents expeditor often gets news of new or forthcoming publications and never misses an opportunity to offer the services of the project to the agency. This liaison cannot be considered the least of the benefits of participation in the project.

#### *Libraries Must Support Project*

During the first year of operation the project has received foundation support to help defray distribution costs, and we are hoping for similar aid for the second year. But what the project requires more than anything else is a wider basis of support from libraries. Apparently it is not generally known that the quantity of documents issued by government agencies in Washington but not distributed by the Superintendent of Documents equals the quantity issued through the Government Printing Office. The so-called all-depository libraries, therefore, receive at present only a part of the total production of government agencies, and it is this vast quantity of nondistributed publications—printed, multilithed, mimeographed, etc.—which the joint committee is anxious to get into the hands of libraries before the supply is exhausted or destroyed. We have demon-

*(Continued on page 24)*

By NATHANIEL STEWART

## The Superintendent of Documents and American Libraries: A Liaison Approach

A COMMON base of interests and operations characterizes two of the largest library related enterprises in the United States: the work of the Superintendent of Documents<sup>1</sup> and the card distribution of the Library of Congress. Both maintain sales and distribution programs which run into millions of items at an annual income which measures up to that of a major industrial or business corporation; they serve a similar clientele—libraries, individuals, cultural and research agencies, scholars; in the final analysis, both are expected to provide the key which will unlock the resources of libraries—whether such key be a catalog entry, an index, a list, a bibliography, or other aid. The economies in cataloging and the services of many libraries have, in large measure, become dependent upon these two central enterprises of the federal government. Other significant features of identity exist in the internal mechanism of each agency, as evidenced in a recent comparative job analysis and position-classification survey made by the author. Incidentally, both face the same hazards of annual requests for appropriations before Congress—with the same difficulties in planning long-range development and the same pressures inherent in a contracting economy in federal expenditures.

<sup>1</sup> The popularized term "Superintendent of Documents" will be used in this paper rather than the official title, Division of Public Documents of the Government Printing Office.

The cumulative advantage of having managed the latter enterprise, firsthand knowledge of some of the internal problems of the office of the Superintendent of Documents, and cognizance of some of the needs in processing documents prompts me to present this approach to the problem—namely, the liaison approach.

### *The Background*

The literature of the A.L.A. Public Documents Committee from 1934 to 1938 and allied contributions to the subject in the journals since that date provide adequate orientation for the interested student of the field. By taking off, then, from Mr. Wilcox's 1944 contribution<sup>2</sup> as the most comprehensive statement of the problem because it incorporates the view of more than one hundred depository libraries, it is now necessary to review some of the significant history since that year. In their greater or lesser impact upon the problem, nevertheless, here follow some pertinent events of recent date:

1. Joint A.L.A.-A.C.R.L. effort in developing the Documents Expediting Project operating centrally from Washington, D.C. with its prime objective to procure for libraries such documents which are not distributed normally by the Superintendent of Documents or which are difficult to obtain through the usual channels

<sup>2</sup> Wilcox, Jerome K. "Indexing and Distribution of Federal Publications: A Program for Action." *Library Journal* 69:1029-32, Dec. 1, 1944.

2. Declassification of a large collection of documents which were "restricted" or otherwise designated as confidential matter during and shortly after the war years. This is estimated to require about two years' work in the office of the Superintendent of Documents to process these documents

3. *Cumulative Catalog* of the Library of Congress printed cards—a new development in keeping current the monumental Edward Brothers edition of the *Catalog of Books in the Library of Congress Represented by L.C. Cards*. The immediate subscriptions (more than 600) attest to its role as a cataloging and bibliographic aid. The May issue, for example, lists more than 400 entries for U.S. documents

4. College and university enrolments have swelled to unprecedented figures in the past two years. Greater library resources are needed to meet the demands of this new mature student seeking practical answers to the socio-economic and technological problems of contemporary American life. Government publications represent some of the richest source materials for college and university libraries. Inadequacies of staff to service the documents collection, weaknesses of the *Monthly Catalog* as an index to documents, and the six-year lag in publishing the *Documents Catalog* are handicaps

5. A revised code of rules for descriptive cataloging has recently been prepared and published by the Library of Congress. Its effect upon rapid and probably more intelligible cataloging of documents should be beneficial

6. A new area of interest faces the documents librarian in research libraries in the acquisition, processing, and reference use of United Nations and related documents—thereby enlarging the field of documents activity

7. Personnel changes—a new Superintendent of Documents, Fred W. Cromwell, ably assisted by the Assistant Superintendent of Documents, Roy B. Eastin. Persons, often more than events, may be more instrumental in shaping improved liaison with American libraries

8. A political shift has brought into power a new Congress with curtailment of federal expenditures as one of its avowed objectives. The Superintendent of Documents and other

offices of the Government Printing Office, not unlike other agencies, may expect a similar fate

9. Problems facing the Superintendent of Documents: cataloging and distributing the mass of declassified documents recently inherited; speed and more speed in delivery of the depository sets to libraries and in the sale of currently publicized documents; promptness in preparing and distributing the *Monthly Catalog*; improved entry leading to desirable conformity with established cataloging form; limited budgetary appropriations and the urgency of many immediate and long-range jobs to be done; etc.

10. Liquidation of the *Documents Catalog*

11. Conferences on principles and methods of securing bibliographic control over governmental reports of scientific and technical nature

12. The Wilcox survey and recommendations in the summer of 1947.

This is a realistic inventory. There is needed a comprehension of and sensitivity to these developments in appraising the job of the Superintendent of Documents in relation to our libraries. What is needed is an awareness of its management problems and recognition that what is to be accomplished can only be accomplished through joint effort. Traditional criticisms aimed at the Superintendent of Documents will be misdirected and fruitless. Such criticism is certainly not a constructive answer to an agency which has experienced a 40 per cent increase in work load but has received no increased appropriations to parallel this growth.

#### *Persistence of the Basic Weakness*

Among the developments there is reserved for special mention the recent Wilcox report.<sup>3</sup> The report warrants specific mention not only because of its recommendations for technical and operational improvements but also as a significant step

<sup>3</sup> U. S. Supt. of Documents. *Monthly Catalog* . . . No. 632, September 1947, p. iii-vi.



in promoting relations between the Superintendent of Documents and the library profession through the appropriate A.L.A. committee. For the details of the report, analysis, recommendations, and resultant changes one must consult the September 1947 issue of the *Monthly Catalog* and the recent announcement in the *Library Journal*.<sup>4</sup> The modifications and changes have been all to the good. The proposed supplements will be particularly gratifying and helpful to documents users. Despite the incorporation of these sound recommendations and worth-while new features, there still persist the following weaknesses of the *Monthly Catalog*:

1. General absence of added personal name entries which, in effect, are true author entries under government sponsorship and support: contributors, researchers, specialists, and others responsible for the authorship of many government publications
2. Inadequate subject cataloging treatment in the accepted sense
3. Descriptive cataloging inconsistent with established descriptive cataloging rules
4. Absence of a dictionary arrangement of author, title, subject, and cross-reference entries.

For lack of a dictionary arrangement, for example, the entries on *housing*, in the improved September issue of the *Monthly Catalog*, are dispersed over some 18 different pages. Incidentally, for the 95 pages of entries in this issue there was required an index which ran over into more than 30 pages. Were the index pages prepared in the same type size as the entries in the text, the result would be even more disproportionate. This deficiency, notably now that the *Documents Catalog* will no longer be issued, remains a sore spot in terms of bibliographic facility and use of the indexes.

While the availability of L.C. cards for U.S. documents assists many libraries in their cataloging problems, this service itself

is insufficient in many respects. It is only selective; the service is slow; L.C. is often incapable of meeting commitments of pre-assigned L.C. card numbers in the *Monthly Catalog*.

Some of these weaknesses, particularly the dictionary arrangement, has been compensated for in the past through the biennial *Documents Catalog*. Unfortunately, the economy ax and shifts in work priorities resulted in liquidation of the *Documents Catalog*. It is only necessary, then, to re-read Ruth M. Erlandson's observations<sup>5</sup> regarding documents cataloging policy and practices to realize that it is later than we think. Questions relating to organization of documents—selective *versus* full cataloging, subject approach, classification systems, training of documents librarians, etc.—are no longer academic. They are as real as the serious library service deficiencies which germinate from them.

### *The Proposal*

It is proposed that there be published one master bibliographic tool, therefore, which would represent a fusion of the features of the present *Monthly Catalog* and the former *Documents Catalog* with several new features. The Printing Act of 1895 (28 U.S. Stat. 601-24) provides for the preparation and publication of a monthly catalog and a comprehensive index. The language of the act, however, does not set forth the specifications as to format of the catalog or as to the character of the index. It follows, therefore, that the "catalog" and the "index" could be merged into one and the final product would conform with the letter and spirit of the law.

The following outline indicates some of the features of the proposal:

Title: *Federal Documents Catalog*.  
Date: beginning Jan. 1, 1949.

<sup>4</sup> Boyd, Anne M. *United States Government Publications*. N.Y., H. W. Wilson Company, 1941, p. 510-18, Appendix B.

<sup>5</sup> *Library Journal* 72:1254, Sept. 15, 1947.



Frequency: monthly.

Cumulations: quarterly; annual; 5 yr. cumulation; 10 yr. cumulation.

Format: page setup similar to that used in the L.C. *Cumulative Catalog*.

Arrangement: dictionary arrangement of main, subject, title, added personal names, and cross-reference entries. History cards to be included as a separate and appended feature. (In short, a complete dictionary index which will serve for documents as the C.B.I. now serves for books.)

Characteristics of the entry: standard descriptive cataloging form according to the new code of the Library of Congress; all tracings; three classification symbols: Superintendent of Documents symbol; L.C. class number; Dewey class number; price of the publication; asterisk denoting publications sent to depositories.

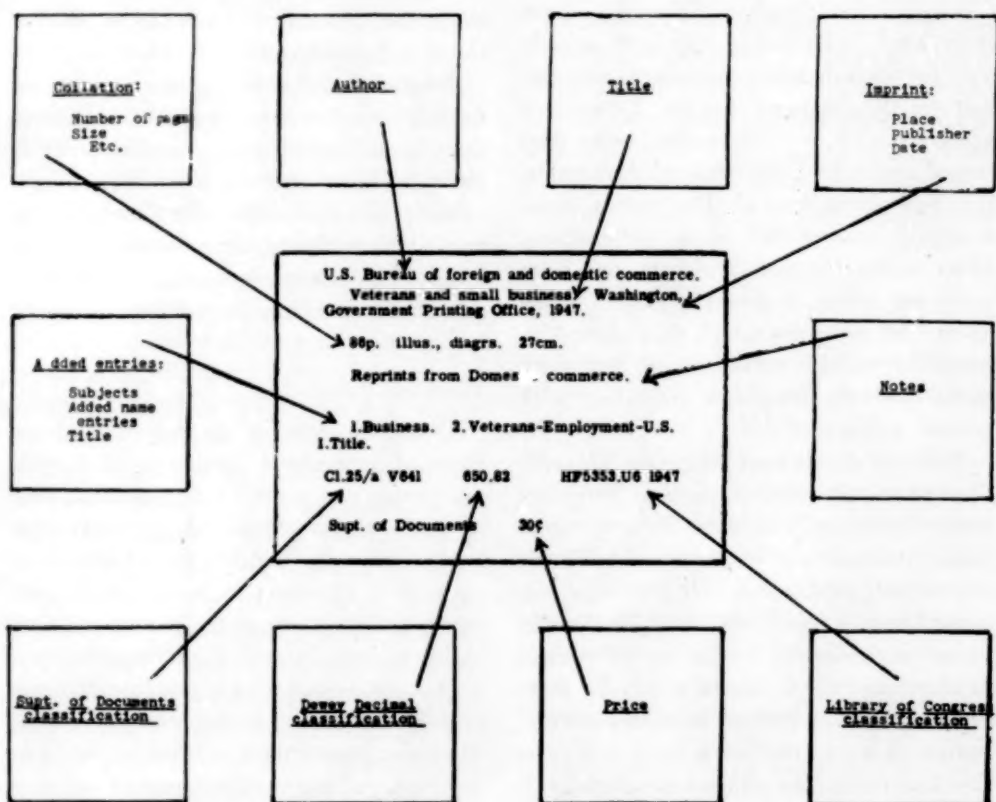
Source: cataloging of the publications to be done centrally in the Library Section of the office of the Superintendent of Docu-

ments. May be helped via the cooperative cataloging route by other federal agencies, as may be necessary or desirable.

Scope: all federal documents. (Private laws, public laws, House reports, Senate reports, etc., would not be cataloged. These would be listed, as at the present time, and appended as a separate listing.)

Price: since such a publication is especially designed for libraries and would be beyond the normal operating funds and personnel for its systematic preparation in the office of the Superintendent of Documents, it would necessarily have to be maintained on a self-sustaining basis by the subscribers. Price to be established on cost plus 5 per cent basis and will depend, of course, upon the number of subscribers. Annual subscription fee. No free distribution to depositories or other federal agencies—strictly on a self-sustaining basis.

The characteristics of the proposed entry are suggested in the chart below.



Perhaps the strongest statement in defense of the proposed project, as outlined, is to be found in the very fundamentals on which it rests. Primarily, this is not just another bibliographic tool. It would actually be used as *the catalog of the holdings of every depository library*. This is its principal justification. It is tailored cataloging for documents depositories. In this sense, it is strikingly different from the L.C. *Cumulative Catalog* which describes only the collection of the Library of Congress but serves as a cataloging and bibliographic aid for other research libraries. Furthermore, the recipients of the proposed federal documents catalog would have greater assurance of receiving as full coverage as possible of all government publications since the catalog will emanate from the office of the Superintendent of Documents. The card distribution service or the *Cumulative Catalog* of the Library of Congress, on the other hand, is limited in that both provide only for such documents received, selected, and finally cataloged by the Library of Congress. More significantly—being concerned exclusively with federal documents, the Superintendent of Documents must promptly process all such publications. Were such a proposed catalog to stem from any other agency, it would be subject to the hazards of priorities which that agency inescapably would establish in processing books, journals, pamphlets, etc., along with federal documents.

Not only do libraries utilize the *Monthly Catalog* as an acquisitions and reference source but many have come to accept it as their informal type of author catalog for government publications. *It is precisely because libraries regard the Monthly Catalog as an authoritative cataloging of federal publications that it should now take shape as a bona fide centralized cataloging product consistent with established rules and form for descriptive and subject cataloging.*

#### *Some Fiscal and Staff Considerations*

An appropriate committee could study, in time for January 1949, the problems of production costs and determination of a fair subscription price to the federal documents catalog. It could also study the probable staff necessary to assure a competent product delivered on time. Preliminary studies indicate that the production cost, exclusive of salaries, would be about two-thirds that of a typical issue of the *Cumulative Catalog* of the Library of Congress. Inadequate data exist at this time as to more definite cost analysis. Catalog cards, similar to the L.C. card, for the entries would have to be prepared first by the Government Printing Office as the basis for photo-offset of the proposed page layout. Thus, there is the possible thought of the Superintendent of Documents selling catalog cards for federal publications as a by-product of this enterprise. It may or may not be feasible for the Superintendent of Documents to undertake a card sales venture for federal publications, but it is worthy of consideration by an appropriate committee. It is clear, however, that the more than 10,000 subscriptions to the *Monthly Catalog* at the present time should be a potent factor in keeping the subscription price for the proposed federal documents catalog reasonably low.

#### *Potential Advantages*

What are some of the potential advantages of centralized cataloging of federal documents and a master bibliographic tool in the form of a cumulative dictionary catalog? Primarily, it bears the advantage of savings to libraries, in money and manpower, which accrue in any centralized cataloging scheme—*provided it is run efficiently, economically, and with a quick professional responsiveness to consumer needs*. Problems of catalog maintenance in libraries should be resolved, to some extent—relief of con-

gested "U.S." catalog trays and of the congested patron traffic using this area of the library's main catalog; reduction or possible elimination of labor costs in filing L.C. cards for documents. Several subscriptions would place copies of the federal documents catalog in the main reference room, catalog division, departmental libraries, and other logical units in a large library, thereby spreading the service possibilities over a wider range and acquainting a larger library clientele with the availability and value of federal publications. Procurement of the federal documents catalog would render unnecessary further purchase of L.C. cards for government publications, thus realizing for the aggregate libraries which now catalog federal documents a savings of more than \$30,000 annually. Test studies have disclosed that the aggregate libraries now expend more than \$30,000 each year in the purchase of L.C. cards for documents. The Dewey class number would enable libraries which employ this classification system, but which order few L.C. cards for documents, to incorporate federal documents more easily in their classified collection of books on various subjects.

Government researchers and specialists in various fields, too, often neglected in bibliographic reference, would receive through full centralized cataloging their due recognition and publicity. Library patrons and students, familiar with the use of the *Readers' Guide to Periodical Literature* and other dictionary indexes, should find an easy transfer of skills in consulting the federal documents catalog for location of items. It would relieve reference librarians of much routine search. Readers advisory work should similarly be facilitated and strengthened. The element of memory, upon which many documents librarians have long been dependent, would no longer need to be a keynote in servicing documents collections. The orthodox issuing bureau ap-

proach would be invaded, indeed, and would give way to the more significant subject approach to documents in academic and public libraries. By virtue of the alphabetical filing arrangement of entries, nevertheless, all works by a particular issuing bureau could easily be located. In a very real sense, it should be a major step in humanizing the field of documents and in gaining greater bibliographic control over federal publications.

There are disadvantages to be contended with, to be sure. And it is here that the importance of a competent committee is of the greatest significance. Questions such as these, among others, might well be raised: Would it not make for a bulky and uneconomical way in which to check the acquisition of items? What of incompatibility in subject headings with that used in other libraries? Would it be possible for the Superintendent of Documents to edit and publish this in sufficient time so that it would reach libraries promptly? Would it really augment reference service and be used widely by library patrons—or is this wishful thinking? Other and more critical queries may well be raised and investigated.

### *The Road Ahead*

The efforts of Kuhlman, Boyd, Wilcox, Childs, Miller, Wyer, and others have represented a level of thinking and action for improved library service which merits a permanent place in American library development and control of the documents resources. The writings of the A.L.A. Public Documents Committee warrant re-reading for an appreciation of the constructive literature toward effective Superintendent of Documents—American libraries liaison. Merritt's excellent study<sup>6</sup> points

<sup>6</sup> Merritt, LeRoy C. *The United States Government As Publisher*. Chicago, University of Chicago Press, 1943.

the way to more scientific analysis and fundamentals in government publications as a communication medium in American life and as a publishing venture in the realm of research and administration.

The future course should be one in which the Superintendent of Documents becomes increasingly conscious of libraries and their clientele as consumers and, in turn, libraries become increasingly aware of the resources and management problems of the office of the Superintendent of Documents. A cursory reading of the past two annual reports reveals sufficiently a picture of the managerial problems. In any event, several steps warrant attention in the road ahead. The office of the Superintendent of Documents is not merely a sales agency; it has great potentialities and should strive for a position of leadership in cataloging and bibliographical control of federal publications of all kinds. The subject approach must be exploited to the fullest. When it develops that funds and personnel are inadequate to maintain the balance of vast, free distribution and sales on the one hand and necessary bibliographic and indexing activities on the other, organized library opinion through the A.L.A. National Relations Office and through members of Congress should be mobilized well in advance of the appropriations deadline. Libraries should press for a change in legislation which would make

it possible to obtain a liberal appropriation for travel by the Superintendent of Documents—for the purpose of visiting depositories, witnessing documents collections and librarians in action, and gaining first-hand knowledge of the importance of bibliographic and indexing aids in libraries.

We must impress deeply upon the Superintendent of Documents that, through the instrumentality of libraries, government publications are brought into the hands of scholars, technicians, researchers, subject specialists, and American library patrons as a whole. Large as the volume of sales by the Superintendent of Documents may be to private individuals it nevertheless represents but a small fraction of the larger clientele, actual and potential, reached through the medium of libraries. The pursuit for all processed publications must continue and a system of distribution perfected—a prime responsibility of the Superintendent of Documents and the successful achievement of which would greatly cement the relationship with American libraries. *Major bibliographic or cataloging activities, for all practical purposes, appear to be possible only on a self-sustaining basis*, as evidenced in the large library enterprises of the Library of Congress.

The quality of the relationship will depend upon the quality of understanding and good faith of the two parties.

## The Documents Expediting Project

(Continued from page 17)

strated pragmatically that these materials are available to those libraries which are aggressive enough to go after them on a co-operative basis. Furthermore, with an economy-minded Congress and with printing costs mounting higher and higher, it may well be that libraries may have to rely more and more on the kind of service

provided by a documents expediting office for the acquisition of government publications. To guarantee adequate distribution of the many publications now on hand the joint committee invites additional subscriptions to the Documents Expediting Project and assures every participant a substantial return on its investment.



## College Libraries with Dual Roles

IN THE fall of 1938 the American Association of University Professors completed an inquiry concerning governmental organization of higher education.<sup>1</sup> It found that "the typical college and university does not have a definite plan in operation for facilitating exchange of opinion between the faculty and the trustees or regents"<sup>2</sup> but that there is a "trend toward self-government by faculties."<sup>3</sup>

In 1937 the University of New Hampshire adopted a new constitution which organized the faculty as a legislative body.<sup>4</sup> Soon thereafter, the College of Education of Ohio State University reorganized its administration to give the faculty a share in the management of the college.<sup>5</sup> New York City's municipal colleges adopted the democratic form of government in 1938. These three examples are typical of the trend.

The war apparently interrupted further reorganization in American colleges and universities for there have been no outstanding instances of college government reorganization since Pearl Harbor. However, as postwar problems become less complex, thought will no doubt turn once again toward shared faculty responsibility and faculty representation, for "faculty participation has become . . . a part of good college administration."<sup>6</sup>

The adoption of a democratic form of college and university administration may have a profound affect upon the libraries of the institutions concerned. Under reorganization the library may be constituted as a full department of the college on the same basis as a department engaged in formal classroom teaching. Or reorganization may provide direct representation on executive committees, faculty council, etc., not only by the chief librarian, but by other members of the library staff, perhaps representing their respective ranks; the librarian and his staff may share responsibility equally with other departments in the administration of the college. If reorganization provides these rights and privileges, the library should have an unparalleled opportunity to develop, for this would mean that the library has been given full recognition. How libraries have fared under reorganized college administration is difficult to determine as almost nothing appears on the subject in professional literature. This fact suggests that libraries may not have fared too well. If the latter be the case, if college reorganization has by-passed the library, the lot of those libraries may indeed be hard. A conventional college or university library in a progressive institution which has adopted faculty management would be an anachronism. In such cases, immediate remedial measures should be initiated. A prospective administrative reorganization should take full cognizance of the potentialities of the library as an

<sup>1</sup> "Place and Function of Faculties in College and University Government: Committee Report and Symposium," American Association of University Professors, *Bulletin* 26:171-216, April 1940.

<sup>2</sup> *Ibid.*, p.175.

<sup>3</sup> *Ibid.*, p.181.

<sup>4</sup> Blewett, E. Y. "New Type of Faculty Organization," *Journal of Higher Education* 9:201-06, April 1938.

<sup>5</sup> Eikenberry, D. H. "Development and Operation of Democratic Administration," *Educational Research Bulletin* 19:449-56, November 1940.

<sup>6</sup> Grinnell, John E. "A Dean Looks at Democracy in College Government," American Association of University Professors, *Bulletin* 26:358-60, June 1940.

instructional department. The reason for this may be clarified below.

Reference has just been made to the public colleges of New York City. In 1938 the Board of Higher Education of the City of New York, with the approval of the faculties, established a democratic organization for faculty management and representation. Because of the advanced nature of the plan, the adoption of the new by-laws was a most important event, hailed at the time as a significant contribution to higher education.<sup>7</sup> The very size of the institutions made the adoption of the new plan a notable achievement.

Apart from the validity of democratic college government, which is not here evaluated, the trend is a fact and one which college and university librarians cannot ignore for reasons given below. The reorganization of the colleges of New York City and its affect upon the libraries may be taken as a case in point. These college libraries were not by-passed; they were accorded a status enjoyed by few libraries. The whole library-faculty-college administration relationship was completely changed, and the libraries were given the opportunity to develop. To tell the story of the libraries in New York's colleges, it will be necessary to describe briefly the organization of higher education in New York City.

#### *Higher Education in New York City*

Education in New York State is a function of the state, and the state education law stipulates that in cities of over one million population there shall be a board of higher education. The Board of Higher Education of New York City consists of twenty-one citizens appointed by the mayor for a term of nine years.<sup>8</sup> The board is

"subject to the visitation of the Regents of the University of the State of New York."<sup>9</sup> New York City's Board of Higher Education administers four colleges with a total enrolment of 63,723 full- and part-time students, an aggregate faculty of nearly 3400 and an annual budget of \$13,000,000. The four colleges in the system are Brooklyn College; City College, this year celebrating its one hundredth anniversary; Hunter College, for women only, until the G.I.'s invasion; and Queens College, the youngest and the smallest of the four.

With the libraries of the colleges legally designated as instructional departments of the respective colleges,<sup>10</sup> it logically follows that all ranks of librarians are members of the faculty. The librarian, associate and assistant librarians have had faculty status since the adoption of the by-laws but this was not true of the lowest ranking and largest group, that of library assistant.<sup>11</sup> At last, the question of faculty status—of long concern to many other librarians—has been satisfactorily adjusted in New York's municipal colleges. The board of higher education has settled the question in no half-way manner. All librarians with tenure, including library assistants, are now full members of the faculty enjoying all rights and benefits thereof without restrictions or qualifications.<sup>12</sup> In these public colleges there was possibly greater justification than elsewhere for including within the faculty all library ranks, for the college democratic system is based on faculty representation and any rank outside the faculty is deprived of the right of representation in the faculty or on executive committees. The recent ac-

<sup>9</sup> *Ibid.*, Sect. 1143.

<sup>10</sup> *Ibid.*, Sect. 107f.

<sup>11</sup> Estes, Rice. "Faculty Status in the City College Libraries." *College and Research Libraries* 3:43-45, December 1941. Of value historically; the conditions described have subsequently been rectified.

<sup>7</sup> Shukotoff, A. "Democracy in New York City Colleges." *American Teacher* v.23, pt. 1, February 1939, p.12-15.

<sup>8</sup> New York (City) Board of Higher Education. *Laws and By-Laws Governing the Board of Higher Education*, September 1938, Sect. 1142.

<sup>12</sup> New York (City) Board of Higher Education. *Proceedings*, June 24, 1946, p. 196. Item 3. Amendment to the by-laws of the board of higher education to bestow faculty status on the rank of library assistant.

tion of the board with respect to the largest professional group within the library adds a major note of progress to the subject of academic rank for librarians, on which a number of librarians have written.<sup>13</sup>

### *Representation Affects Library*

The system of representation, one of the principal features of democratic college government, involves the library because the library is one of the departments of the college. (Consequently, any reference below to "college departments" includes the library department.) Departments in the city colleges have representation at the highest level through departmental chairmen. The highest executive body is the committee on faculty personnel and budget, which, for the sake of brevity, will hereafter be referred to as the personnel and budget committee. This committee corresponds to the senate in other institutions. The librarian, as chairman of the library department, represents the library on this committee.<sup>14</sup> The composition and functions of the personnel and budget committee are pertinent because of the relation of this committee to the library. The committee is composed of the president, as chairman, the dean of the faculty and other deans, and the department chairmen.<sup>15</sup> The personnel and budget committee has important duties. It considers the annual budget of the college and acts upon all recommenda-

tions for appointments as submitted by the departments; it is concerned with reappointments, leaves of absence, and promotions. The committee recommends action to the president who must consider such recommendations in submitting his recommendations to the board of higher education.<sup>16</sup> It is also concerned with the college budget. This is prepared by the president and submitted by him to the personnel and budget committee for its recommendations.<sup>17</sup> The committee also receives and considers petitions and appeals from the instructional staff on matters relating to status and compensation and presents its recommendations to the president. Further provision is made for the protection of the staff member by means of appeals from a decision of the president which may be made by a member of the staff or any faculty committee through the president to the board of higher education.<sup>18</sup> The committee meets at least once a month through the school year. Thus, the library, through its chairman, has an equal representation with all the other departments in the committee on faculty personnel and the budget.

Every rank within each department has representation on the faculty council by secret ballot by members of each rank. For example, in the library all those of the rank of assistant librarian vote for their representative to faculty council, and, similarly, with each other rank. The term of office is three years.<sup>19</sup> Faculty council assumes all responsibilities of the faculty although the full faculty, by two-thirds vote at a special meeting, may reverse any specific vote of the faculty council.<sup>20</sup> Faculty council elects a six-member committee on committees which appoints standing committees for the year.

<sup>13</sup> Bishop, William Warner. "The College Library and College Teaching." Association of American Colleges. *Bulletin* 23:190-200, May 1937.

Downs, Robert B. "Academic Status for University Librarians—a New Approach." *College and Research Libraries* 7:6-9, 26, January 1946.

Estes, Rice, *op. cit.*

McMillen, James A. "Academic Status of Library Staff Members of Large Universities." *College and Research Libraries* 1:138-40, March 1940.

Maloy, Miriam C. "Faculty Status of College Librarians." *A.L.A. Bulletin* 33:232-33, 302, April 1939.

Marcus, R. Z. "The Meek Do Not Inherit the Earth." [letter to the editor] *Wilson Library Bulletin* 20:190-91, November 1945.

Wriston, Henry M. "The College Librarian and the Teaching Staff." *A.L.A. Bulletin* 29:177-82, April 1935.

<sup>14</sup> New York (City) Board of Higher Education. *Laws and By-Laws* . . . , Sect. 105a.

<sup>15</sup> *Ibid.*, Sect. 105b.

<sup>16</sup> *Ibid.*, Sect. 105b.

<sup>17</sup> *Ibid.*, Sect. 105c.

<sup>18</sup> *Ibid.*, Sect. 105d.

<sup>19</sup> *Ibid.*, Sect. 104a.

<sup>20</sup> *Ibid.*, Sect. 104b.

### *Organization of the Faculty*

The faculty of each college consists of the president, deans, directors, professors, the registrar, the librarian, associate professors, assistant professors, associate librarians, assistant librarians, library assistants, and instructors who are members of the permanent staff.<sup>21</sup> The executive officer of the department is the department chairman.<sup>22</sup> He carries out its policies as well as those of the faculty. The librarian is the chairman of the library department. Every chairman has authority to initiate policy and action concerning departmental affairs, subject to the powers delegated by the by-laws to the staff of the department in regard to educational policy and to the appropriate departmental committees in the matter of promotions and appointments. The chairman represents the department before the faculty council, the faculty, and the board. He presides at meetings of his department and prepares the tentative department budget which is subject to approval by the department's committee on appointments. After approval, he transmits it to the president together with his own recommendations.<sup>23</sup>

### *College Departments Have Authority*

Probably each department of the municipal college has more authority than departments in many other colleges and universities. The department has control of educational policies of the department through the vote of all its members of the faculty (those with tenure) or, if it so desires, of all other members (those without tenure). The department cooperates with related departments and with college agencies in general in the development of divisional or college-wide interests.<sup>24</sup> An un-

usual feature of the system is that chairmen may be elected by a department. The election must be approved by the president who may also *appoint* chairmen at his discretion. Election is by secret ballot by majority vote of all permanent members of the department for a term of three years. The chief librarian is an *appointed* officer. He is appointed by the president with the approval of the board.<sup>25</sup>

### *Library Ranks and Qualifications*

In New York's public colleges the professional library staff consists of the librarian, associate librarians, assistant librarians, and library assistants. All members of the library staff with tenure are members of the faculty with representation as previously described.

Qualifications of library personnel, other than library assistants, are not specifically indicated in the by-laws. The qualifications of library assistants are not unusual: graduation from a recognized college and the completion of a one-year course of professional library training in a satisfactory library school.<sup>26</sup> A further clause: "or, in lieu of such professional training, three years' experience in library work satisfactory to the librarian concerned and the president of the college," was deleted by action of the board in June 1946, at the request of the library association and with the approval of the chief librarians of the four city colleges. Qualifications for librarians in other ranks are left to the determination of the librarian and the committee on appointments with the approval of the personnel and budget committee and the president.

### *Promotions and Tenure*

A highly significant feature of the democratic organization in New York's colleges

<sup>21</sup> *Ibid.*, Sect. 102a.

<sup>22</sup> *Ibid.*, Sect. 107b.

<sup>23</sup> *Ibid.*, Sect. 107c.

<sup>24</sup> *Ibid.*, Sect. 107e.

<sup>25</sup> *Ibid.*, Sect. 101e.

<sup>26</sup> *Ibid.*, Sect. 131, Schedule C14B, No. C4.



is the machinery for promotions. Recommendations for promotion are made in the department by the department's elected committee on appointments and promotions. Recommendations are submitted together with any minority report to the committee on personnel and budget through the president. Provision for a minority report is a wise feature of the by-laws. The by-laws provide that the committee chairman (who is also the department chairman) should exercise executive authority where and when circumstances require such authority; for example, if the chairman disagrees with the other members of the department committee on appointments in the matter of an appointment or a promotion, the chairman may submit a minority report. This together with the majority report will be presented by the president to the personnel and budget committee for consideration and final action by majority vote.

All members of the permanent instructional staff have tenure.<sup>27</sup> This includes all ranks of librarians who, as members of the faculty, have served at least three full years and have been appointed to a fourth full year. Persons appointed initially to the rank of professor, associate professor, or assistant professor may be placed on the permanent instructional staff (*i.e.*, given tenure) by the board at its discretion after one year of satisfactory service.<sup>28</sup>

#### *Dual Roles Require Competent Staff*

It must be understood that the fact of having unusual rights and privileges does not in itself make a city college library, *ipso facto*, a good library. The democratic organization, within the framework of which the library's position is legally elevated, bestows upon the library potential opportunities for becoming unusually effective. Unless these potentialities be de-

veloped, the library in the progressive democratic college will have poorer relations with the faculty than in the nondemocratic institution. The library will be an "instructional department" in name only and may be relegated to a position of minor importance.

The dual nature of the city college libraries requires a particularly competent staff if the libraries are to be good libraries and, at the same time, effective in college administration. Librarians must be well-qualified and positions must be attractive to retain the staff.

The effectiveness of the library in fulfilling its dual roles is assured in several ways:

1. By making careful initial appointments and reducing turnover. Extreme care must be exercised in making new appointments. The fixed salary schedule, regular annual increments, tenure, membership in and representation on the faculty, good working conditions, reasonable working hours, generous vacation allowance, sick leave and "special purpose" leave with pay, are humane, decent, and attractive features of New York's municipal college libraries. Personnel turnover is very small.

2. By making carefully considered recommendations for tenure. Judgment must be exercised in recommending tenure. Once a member of the library staff has tenure, he is, for all practical purposes, on the staff to stay. As the committee on personnel and budget is likely to follow the recommendation handed up by the departmental appointments committee, the latter must make sound recommendations.

3. By organization and administration. Efficient organization and good administration is essential. The library administration must examine and re-examine its organization with a view to increasing its opportunities for service and toward improving its administrative machinery.

4. By the cooperation of an informed staff. If the cooperation of the library staff is essential, it is axiomatic that it be well-informed. Minutes of the committee on personnel and budget and faculty council are available to all members of the library and other depart-

<sup>27</sup> *Ibid.*, Sect. 1143, c.3 (b).

<sup>28</sup> *Ibid.*, Sect. 1143, c.3(b).

ment staffs. The librarian informs the library department's division heads, at the next scheduled meeting, of important action taken by the personnel and budget committee. Division meetings follow at which all staff members are informed of important action. Faculty council action is reported to the library staff at large by the library representatives in council.

5. By establishing definite policies and positive aims. Policies must be established and adhered to. Aims must be specific. Administrative decisions must be wise and positive. All must be in sympathy with the fact that the library is an instructional department with executive responsibilities.

#### *Library—Faculty Relations*

The library-faculty relationship is recognized as important in all college and university libraries. So fundamental is this relationship that it is not an overstatement to say that the effectiveness of the library is contingent upon it. If this is true in the conventional library in the institution without a democratic form of government, it is now probably obvious that good relations with the faculty in the reorganized institution is completely essential. However, this relationship is one that can only be developed gradually over a period of years. Every activity of the library must contribute to building the library's reputation. The conventional library need consider this only in terms of good library service. The library in the reorganized college must be mindful of its dual roles and think, too, in terms of the library staff's contribution to executive and special committees on which the members serve. It should also be remembered that the relationship is a two-way affair: not only library-faculty but faculty-library. The librarian may have to stimulate the latter, but there must be active cooperation of the faculty with the library.

Following are a number of illustrations by which the two-way relationship between library and faculty may be established, de-

veloped, and maintained. These suggestions are given as recommended practice although it is fully realized that many librarians and faculties follow such a program.

One link of the chain of library-faculty relations is the conventional faculty library committee. In the city colleges it is customary for the faculty council's committee on committees to appoint a faculty library committee. (The librarians, through their representatives in faculty council, participated in the election of the committee on committees which appointed the library committee.) The fact that the librarian is a member *ex officio* of the library committee is the only unusual feature of an otherwise common practice. The library committee acts in an advisory capacity. At the beginning of each term it reviews the allotments of the book fund made by the librarian to each department and may then recommend changes in the allotment on the basis of special knowledge of curricula requirements.

In the matter of book selection, it is good practice to encourage the faculty to recommend titles for purchase. It is extremely helpful for the library to have a large group of experts aiding in this important activity.

Each department of the city college elects (or the chairman appoints) a departmental committee on library affairs, one member of which is designated as the department's representative to the library.<sup>20</sup> The department library committee receives book recommendations from its faculty and screens the titles before they are forwarded to the library. The department representative to the library provides liaison between the department and the librarian. The existence of the department library committee and the department representative does not discourage close contact between the library

<sup>20</sup> The program for library-faculty cooperation is not consistently uniform practice in all the city colleges. The practices described are in operation at Brooklyn College.

and individual members of each department. There is no legal requirement for the existence of a library committee, for the department library committees, or for the department representative to the library. This is college policy, established for practical purposes—as a matter of good sense. This is true of all statements regarding faculty-library relationships hereafter described.

The library is related to other college departments in other ways. In the matter of departmental book ordering, departments needing books of their own, initiate the orders but route all such orders to the library for checking. This prevents unnecessary duplication among the departments and provides an opportunity for factual verification of the orders. All book deliveries are made to the library, where the books are recorded, entered in the card catalog, and forwarded to the department which ordered them. The library maintains a central union catalog of all books and periodicals elsewhere on the campus. It has supervisory jurisdiction over films and recordings, in fact, over all audio-visual material. A plan to centralize all audio-visual material in the library is now under consideration.

Library publications also foster desirable library-faculty relations. The faculty is informed of recent acquisitions in a monthly list which includes the titles of all books received and cataloged during the previous month; new periodicals added, with a descriptive note regarding the scope of the periodical; new pamphlets and documents of significance.<sup>30</sup> A recently added feature is a section of short book reviews of important titles appearing in the list. The reviews are written by members of the library staff and by subject specialists among the faculty at

large. Because of a growing interest in audio-visual teaching aids and because audio-visual film and equipment will be centered in the library, the publication will include a bibliography of pertinent articles on teaching aids, a list of new films, etc., available and of those received. Another section, entitled "Library News," contains library information of general interest to the faculty.

New members of the faculty are invited to come to the library to meet the librarian and to discuss library matters. They are also sent a handbook<sup>31</sup> as a "guide to the services available and an explanation of practices and procedures" in the library.

### Summary

From the foregoing, it is clear that the library has a place in the college, designated by law. The individual library staff member as well as the department is part of the college. The unusual rights and privileges enjoyed impose administrative responsibilities on the library staff; on the chief librarian, representing the department in the top executive committee and elsewhere; on the library representatives in faculty council; on the elected departmental committee on appointments. The ultimate effectiveness of the college very largely depends on how authority is executed and on how the responsibility is shouldered in the departments. But the library in the municipal college cannot rest upon its legal rights and privileges. It must take an active professional part in college affairs. Apart from its activity and interest in college management, it must maintain a high level of professional library service. This is distinctly a dual role. And the library<sup>32</sup> has a substantial professional obligation in a college with 16,000 students and a faculty

<sup>30</sup> Brooklyn College. Library. Technical Services Division. "Recent Accessions and Library News." (Mimeo.)

<sup>31</sup> Brooklyn College. Library. *Library Handbook for the Faculty.*

<sup>32</sup> Brooklyn College.

of 839 exclusive of extension and adult education divisions.

Most college and university libraries are called on to render traditional library service and nothing more. Few are concerned with appointments and promotions throughout the college, few are interested in educational policy, curriculum changes, or in the college budget, except as it affects the library. The value of the library's participation in college management might be debated, but it is believed that librarians who actively participate in administrative affairs inevitably develop perspective, acquire an understanding of college problems, and have an appreciation of its educational aims that make them better able to help and work with students and faculty.

The dual role of the New York municipal college library rather obviously requires a staff of unusual ability to succeed as a traditional library and be effective in its college-wide administrative role.

Thus, the college library has ceased to be just a service organization, for it is an instructional department of the college, sharing with all other departments responsibility for college administration, the librarians being represented on all governing bodies. While qualifications for librarians are not unusual, appointments and promotions are because they are made in democratic fashion.

The staff is encouraged by regular increments in salary and protected by tenure under the educational laws of the state. The status of the library is also established by law, but the professional standing and effectiveness of the library is a matter the librarian and his staff must determine, for the library cannot rest on its legal rights and still be a good library. Its excellence as a library depends on the individual staff members and on the internal organization that is developed in the library.<sup>33</sup> To be fully effective, the library must maintain close relations with the faculty.

A library that is so much a part of the college should be the very center around which the whole college revolves. The library must be the dominant department. Library literature has frequently voiced this sentiment but too often, it is feared, in the vein of wishful thinking. It is believed that the board of higher education with its enlightened by-laws gives the college library opportunities which many librarians have long dreamed of but seldom realized. Here, in New York's municipal colleges, is the opportunity to fulfil those dreams. The library is ready for unparalleled professional growth.

<sup>33</sup> Smith, M. H., and Kenny, M. I. "The Technical Services Department at Brooklyn College Library." (To appear in a forthcoming issue of *College and Research Libraries* as an illustration of staff reorganization.)



## Books of Exceptional Age

AN alert college purchasing officer once asked a college librarian why he paid premium prices for out-of-print books. The purchasing-officer's logic was simple. An out-of-print book got that way because there was not enough demand to enable the publisher to continue manufacturing and selling the book. If there was lack of demand, why did the local college library want a book which others did not want?

Librarians and booksellers have many answers to this seemingly simple logic. We all know how desperately a few copies of an out-of-print book may be needed. The first printing filled most of the demand, and there is not demand enough to justify a second printing. But the simple supply and demand logic is still tantalizing.

The writer has made certain quantitative studies of book obsolescence in an attempt to show how rapidly books go out of date.<sup>1</sup> Here he presents a few case studies in an effort to determine what is the nature of books of exceptional longevity.

The difference between the methods (and sometimes the results) of detailed case studies and broad statistical analyses are too well-known to need recounting. The emphasis in the previous studies has been on statistical analysis of the ages or imprint dates of titles included in the three select lists of books compiled by Shaw and Mohrhardt.<sup>2</sup> These compilers set out to list good

books for college and junior college libraries. Analysis of the distribution of imprint dates showed a marked preference for new titles and recent editions.

The Shaw list, however, contains twelve titles (Table I) which were over a hundred years of age at the time the list was issued. All were out-of-print and obtainable only in the secondhand market; hence, they may be regarded as relatively difficult to secure for a library which did not have them and certainly limited in supply. The writer will make no attempt to solve the problem of how such a limited supply might be spread among so many institutions seeking to meet the specifications of the list. He can only offer suggestions and speculations as to why the titles were included at all. To a third question, as to why, if these titles are so important and needed by so many libraries, they have not been revised and published in new editions, there seems to be no final answer.

By design, all titles in the Mohrhardt list were in print at the time of compilation. The oldest, which was eighty-six years old at the time of compilation in 1936, was Madame de Staël's *De l'Allemagne*, 1850 ("French," p. 115). Next in age was Smith's *English-Latin Dictionary*, 1871 ("Classics," p. 11). Third was Mill's *Three Essays on Religion*, 1874 ("Philosophy," p. 236). All other titles were less than sixty years old, with imprint dates of 1877 or later. Five subjects had no titles more than thirty years old, viz., "Chemistry," "Health and Physical Education," "Mathematics," "Physics," and "Psychology."

<sup>1</sup> "Obsolescence of Books in College Libraries." *College and Research Libraries* 5:115-25, March 1944.

<sup>2</sup> "Obsolete Library Books." *Scientific Monthly* 64:421-27, May 1947.

<sup>3</sup> Shaw, Charles B. *A List of Books for College Libraries*. A.L.A., Chicago, 1931.

—, *Supplement 1931-1938*. A.L.A., Chicago, 1940.

Mohrhardt, Foster E. *A List of Books for Junior College Libraries*. A.L.A., Chicago, 1937.

TABLE I  
Titles in the Shaw List 100 Years or More Old

Subject	Page	Author	Title	Date
English	146	Fuller	<i>History of the Worthies</i>	1811
	156	Johnson	<i>Rambler</i>	1825
	188	Bartram	<i>Observations</i>	1751
	190	Barlow	<i>Columbiad</i>	1813
	190	Dennie	<i>Lay Preacher</i>	1796
	204	Sedgwick	<i>Redwood</i>	1824
General	311	Camoës	<i>Lusiad</i> , tr. by Musgrave	1826
History	402	Roper	<i>Life of More</i>	1822
	455	Long	<i>History of Jamaica</i>	1774
Philosophy	504	Hutcheson	<i>Moral Philosophy</i>	1755
Romance Languages	621	Fontenelle	<i>Entretiens</i>	1821
	624	LeSage	<i>Oeuvres</i>	1810

None of the great classics such as the Bible, Homer, or Shakespeare is included among these older titles. It is not because the classics are not included but because they are included in later editions. Because they are classics, there is a steady flow of textual revision and commentary, and the preference is for the latest. Then, too, every age demands reinterpretations of classics in its own terms.

#### Case Studies

These fifteen older titles seem to represent, then, not the ultimate in eternal values, but the twilight period of obsolescence. They will be examined in detail as follows.

First, the full title as specified in the lists will be cited. Then there will be a brief bibliographical note on editions. The holdings of the title by the five libraries surveyed will be indicated. In a brief comment, the investigator will try to point out the generally accepted opinion as to the importance of the work and will discuss the significance and relationship of the imprint date to the study as a whole.

#### Case 1

Barlow, Joel. *The Columbiad. A poem.*  
With the last corrections of the author.  
Paris, Printed for F. Schoell, 1813. xl,

488p., 2 pl. (incl. front.), 2 port. Out-of-print. (8-3871)

*Note:* First published 1807 in luxurious format, sponsored by Robert Fulton. Although this 1813 edition is the latest listed by Sabin and the *Cambridge Dictionary of American Literature*, there was a lesser-known edition published in Washington, D.C., in 1825. Parts have been reprinted in various anthologies.

*Holdings:* None.

*Comment:* Barlow (1754-1812) was poet, patriot, diplomat, and businessman. This heroic epic, in elegant, grandiose, and sometimes turgid phrasing, is typical of the rising spirit of nationalism at the time. It is now of interest as an outstanding contemporary document rather than as a lasting piece of literature. History is not complete without it, yet no scholar has yet seen fit to bring out a critical edition.

#### Case 2

Bartram, John. *Observations on the Inhabitants, Climate, Soil, Rivers, Productions, Animals, and Other Matters Worthy of Notice. Made by Mr. John Bartram, in his travels from Pensilvania to Onondago, Oswego and the Lake Ontario in Canada. To which is annex'd a curious account of the cataracts at Niagara.* By Mr. Peter Kalm. . . . London, Printed for J. Whiston and B. White, 1751. viii, 94p., front. (fold. plan). Out-of-print. (1-16152)

*Note:* A reprint, in an edition of 300 copies, was issued at Geneva, N.Y., in 1895.

*Holdings:* B

*Comment:* Bartram (1701-77) was a noted

early American traveler and scientist, with an aptitude for clear and homely narrative. The title is an important item of early Americana but hardly a classic. In view of the reprint (1895), it is difficult to regard the earlier date (1751) as of great significance. In his sketch in the *Dictionary of American Biography*, D. C. Peattie records his regret that Bartram's letters and biography have been neglected.

#### Case 3

Camões, Luiz De. *The Lusiad, an Epic Poem*. Tr. from the Portuguese by Thomas Moore Musgrave. London, Murray, 1826. xxi, 585p. Out-of-print. (1-10094)

*Note:* There are at least seven other translations, several more recent. The latest to be published is that of Fanshaw (1608-66) edited by J. D. M. Ford (Harvard, 1940).

*Holdings:* Library B has two other translations.

*Comment:* *The Lusiad* is pre-eminent in Portuguese literature. The reason for the Shaw list preference for Musgrave's translation is not made clear. But if this translation is required, the volume of this date (1826) is the only one available. The format is handsome and there are copious notes.

#### Case 4

Dennie, Joseph. *The Lay Preacher; or Short Sermons, for Idle Readers*. Walpole, New Hampshire, Printed by D. Carlisle, jun., 1796. iv, 132p. Out-of-print. (7-3710)

*Note:* A second selection was issued in 1817 by John E. Hall. Dennie's *Letters* were issued in 1936 (Maine University Press). Subsequent to the time this study was originally made (1942-43), a reprint combining the 1796 and 1817 editions was edited by Milton Ellis and published by Scholars' Facsimiles and Reprints in 1943.

*Holdings:* None.

*Comment:* Dennie (1768-1812) enjoyed great popularity during his lifetime and was sometimes called "The American Addison." But he was soon eclipsed by Washington Irving. "His failure to get his books published, and the neglect of his early biographers have doomed him to an unmerited obscurity," according to G. W. Fuller in the *Dictionary of*

*American Biography*. Continued interest seems to be based on his intrinsic merit and his commanding position in early American letters. This interest has resulted in the reprint noted and may someday result in a comprehensive and critical collection of his essays and other works. When such a volume or volumes are published, the title listed and the reprint will immediately become quite obsolete.

#### Case 5

Fontenelle, Bernard Le Bovier De. *Entretiens sur la pluralité des mondes, augmentés des Dialogues des morts*. . . . Nouv. ed., Paris, Bossange, 1821. xvi, 410p., fold. front. Out-of-print. (5-14163)

*Note:* The Bibliothèque Nationale Catalogue lists 34 editions of the *Entretiens* up to 1911. Many of them lack the *Dialogues*, however. There are 12 separate editions of the *Dialogues* listed. There have been several English translations. The *Entretiens* were not listed as in print in *La Librairie Française* in 1931. The Library of Congress depository catalog shows the 1821 edition only.

*Holdings:* None.

*Comment:* Fontenelle (1657-1757) was important as an "occasional" writer early in the eighteenth century, and the title in hand is an early scientific work illustrative of the time. It is difficult to attribute special importance to the edition of 1821. The *Dialogues*, which are not available in some of the other editions listed by the Bibliothèque Nationale, are included by Shaw as a separate title on the same page.

Selection of this date may be an accidental one, due to the availability of the Library of Congress card.

#### Case 6

Fuller, Thomas. *The History of the Worthies of England*. . . . A new ed., with a few explanatory notes, by John Nichols. London, Printed for Rivington, 1811. 2v., front. (port.) Out-of-print. (23-5747)

*Note:* The first edition was issued in 1662, the second in 1811, and the last in 1840 (London; Tegg, 3 vols). Modern *Selections* are available (Oxford, 1928). The Library of Congress depository catalog includes cards for the 1811 and 1840 editions.

*Holdings:* A.

*Comment:* Fuller (1608-61) was a royalist and an anglican divine. The *Worthies* is a gazetteer of England, with many short biographical sketches and lists of officials. The edition of 1811 is in two large quarto volumes, well-printed. The edition of 1840 is in three volumes of more convenient size but inferior paper. Both have indices and footnotes.

The interest and importance of the *Worthies* today are aptly characterized, and an interesting sidelight on obsolescence in general is given in the following words from an introduction to the *Selections* by E. K. Broadus (Oxford, 1928, p.vii):

Fuller's folios have long since been broken up into numerous volumes; but, even in this more usable form, they still make what Lamb called "massy reading," and to the pleasure-seeker their titles are as forbidding as their bulk. What reader would turn for delectation to six volumes of a *Church History* or three stout volumes (the *Worthies*) filled with half-page biographies of persons whose candle flickered out more than three centuries ago? Or who would seek lively reading in a collection of "Characters," illustrating "The Good Wife," "The Good Husband," "The Good Widow," "The Good Landlord," and more, under the heading of *The Holy State*? Surely these must be (the words are Fuller's) mere "Auxiliary books, only to be repaired to on occasions," or even "such as are mere pieces of formality, so that if you look on them you look through them; and he that peeps through the casement of the index, sees as much as if he were in the house."

#### Case 7

Hutcheson, Francis. *A System of Moral Philosophy; in Three Books; Pub. from the Original Mss. by his Son Francis Hutcheson. To Which Is Prefixed Some Account of the Life, Writings, and Character of the Author by the Rev. William Leechman.* London, Sold by A. Miller, 1775\*. 2v. Out-of-print. (10-32132)

*Note:* Published posthumously and never reprinted.

*Holdings:* None.

*Comment:* Hutcheson (1694-1746) holds a prominent place in the history of Scottish philosophy. He is not of great interest at present compared, for example, with Bishop Butler (1692-1752) whose words are available in modern editions.

\* Typographical error in Shaw list for 1,755.

#### Case 8

Johnson, Samuel. *The Rambler; a Periodical Paper, Published in 1750, 1751, 1752.* London, Jones, 1825. vii, 351p., front. (port.) (British essayists). Out-of-print. (5-16682)

*Note:* The *Rambler* has been reprinted more than twenty times. The latest edition in the British Museum *Catalogue* is 1876 (2 vols. with a sketch of the author's life by Sir Walter Scott. *Selections* are available and one is specified by Mohrhardt (ed. by W. H. White, Oxford, 1907).

*Holdings:* B, C, have complete editions other than 1825.

*Comment:* The importance of Johnson (1709-84) and his *Rambler* is unquestioned. So many editions, in such quantities, have been issued that sets are easy to obtain, although technically the title is out-of-print.

Choice of an edition may rest on format, including legibility, and on availability. The date of 1825 is without particular significance but is indicative of the period from which a set must be chosen.

#### Case 9

LeSage, Alain René. *Oeuvres.* . . . Paris, Leblanc, 1810. 16v., fig. \$32. (6 d.)

*Note:* There are other collections as follows: 1783, 15 vols; 1821, 12 vols; 1823, 16 vols (or 32 vols); 1828, 12 vols. Complete details are given by H. Cordier, *Essai Bibliographique*, Paris, 1910, and in the *Catalogue Generale* of the Bibliothèque Nationale. There is no recent or definitive edition such as in the series, *Les Grands Ecrivains*. Many individual titles are available in various editions.

*Holdings:* A has *Oeuvres*, 1783.

*Comment:* The importance of LeSage (1668-1747) in early eighteenth century French literature is unquestioned. A library which wishes a set of his works must get one at least a century old. That a more recent and definitive edition of his works has not been published is due doubtless to a combination of factors including (a) the bulk of his writings; (b) the frequent issue of his more popular titles as contrasted with the lack of interest in others; and (c) his failure to achieve first rank in French letters.

This entry in the Shaw list is unusual in that it is not reproduced from a Library of



Congress card and no card number is cited. The Library of Congress depository catalog contains cards for the edition of 1821 (Paris, Renouard) and a reprint of 1828 (Paris, Ledoux).

#### Case 10

Long, Edward. *The History of Jamaica; or, General Survey of the Antient and Modern State of That Island: with Reflections on its Situation, Settlements, Inhabitants, Climate, Products, Commerce, Laws, and Government*. Illustrated with copper plates. London, Lowndes, 1774. 3v. fold. fronts. (v.1-2). plates (1 fold.) fold. maps, plan. Out-of-print. (2-11573)

*Note:* Never reissued, although the author prepared revision. No other full history of Jamaica has since been published.

*Holdings:* None.

*Comment:* Long (1734-1813) was highly praised for the work at the time but later condemned it and prepared a revision. Several brief histories have since appeared, but the island is less the center of interest it once was. Shaw also lists *A History of Jamaica . . . to the Year 1872* by W. J. Gardner, new ed., New York, Appleton, 1909, 510p.

For a full account of the history of Jamaica, Long's work is undoubtedly necessary. But, although Sabin in his *Dictionary of Books Relating to America* describes it as not "excessively rare," it is certainly not generally available. There is need for a comprehensive modern work which in part might be based on Long as a primary source.

#### Case 11

Mill, John Stuart. *Three Essays on Religion*. Ed. by Helen Taylor. Longmans, 1874. xi, 302p. \$1.80. E16-62.

*Note:* Posthumously published and still in print. The original issue was dated 1874. Various impressions have been made since that date. Columbia University has a copy dated 1885, with the designation "Third edition." A copy was purchased from Longmans Green in New York by Queens College in 1938. The binder's title on the spine as well as the half-title is *Three Essays on Religion*. The title page reads *Nature, the Utility of Religion and Theism*. . . . New impression reprinted from the third edition. London, Longmans, 1923. The plates with which it is

printed are obviously quite worn and appear to be the same as those from which earlier impressions have been taken. Early American impressions published by Holt appear to be from the same plates but have a fourth part, viz., "Berkeley's Life and Writings."

*Holdings:* A (1923); B (1884, with "Berkeley's Life and Writings," p.261-302).

*Comment:* There has been no great occasion for revision of this work, and the steady sale has justified occasional new impressions. It is not unusual for a publisher to disguise a new impression from old plates with a new date and sometimes a new title. As Mohrhardt specifically indicates that all his titles are in print, the 1923 issue described obviously meets his intent, although it does not have the fourth essay. The date of 1874 comes from the Library of Congress card. Somewhere in the process of checking with the publishers as to whether the book was still in print, there was failure to record the new title and date.

The date of 1874 appears to be without significance for this study. It might just as well have been 1923.

#### Case 12

Roper, William. *The Life of Sir Thomas More, by his Son-in-law, with Notes, and an Appendix of Letters*. A new ed., rev. and cor., by S. W. Singer. Chiswick, From the press of C. Whittingham, for R. Triphook, London, 1822. 195p., front. (port.) Now published by Blackie (Library of Golden Prose), 1/3. (5-969)

*Note:* As the Shaw entry indicates, the 1822 edition is not required. The *Life* is short and has frequently been reprinted, sometimes as part of the introduction to the *Utopia*. It is also included in some editions (among them Everyman's) of Anne Manning's adaptation, *The Household of Sir Thomas More*. It has also been published under the title, *The Mirrour of Vertue in Worldly Greatness*. The Early English Text Society issued a copiously annotated and carefully collated text in 1935.

*Holdings:* A, in Everyman, no date, and 1935. B, in Sampson's edition of the *Utopia*, 1910. E, in *Selections*, 1924.

*Comment:* The *Life* by Roper (1496-1578) was first circulated in manuscript form, and consequently there are the usual problems

of textual variations. The *Guide to Historical Literature* (New York, 1931) lists only the first edition of 1626 (Item L471) and new editions of 1903 and 1924. The *Cambridge Bibliography of English Literature* lists the editions by Rhys in 1890 and Gollancz in 1902 and 1903, reprinted 1910. The 1935 edition should settle most textual problems and of course supersede the 1822 edition by Singer.

The date of 1822 cannot be regarded as of great significance, although it represents the first issue of one of the better texts. It is not recommended by the leading guides in history and English literature. With the coming of the 1935 edition, the 1822 edition may be considered quite obsolete for the college library.

The designation of the date 1822 may have been an accidental one, incident to the selection of the Library of Congress card, or the other editions as parts of other works, may have been overlooked.

#### Case 13

Sedgwick, Catharine Maria. *Redwood; a Tale*. Bliss & White, 1824. 2v. Out-of-print. (8-11246)

*Note:* Later reprints, with some new material and author's revisions, appeared in 1850 and 1856.

*Holdings:* None of this title, but some of other titles by the same author.

*Comment:* A conventional romantic moralistic novel of the day. Sedgwick (1789-1867) was once the most popular authoress in the United States. This title is typical of her work and times.

Whether the editions of 1850 and 1856 are superior to that of 1824 is of relatively slight consequence. No modern editions are available and there is little interest in her work today.

#### Case 14

Smith, Sir William. *A Copious and Critical English-Latin Dictionary*. By William Smith and Theophilus D. Hall. To which is added a dictionary of proper names. American Book Co., 1871. xi, 964p., 1l., 709-54p. \$6. [1-4278]

*Note:* The problem of this date is similar to that of Mill's *Three Essays* (Case 11). The preface to the dictionary was signed in 1870 and the book published and copyrighted

in 1871. So far as is known, there have been few if any changes in the plates since that time. Various impressions have carried later dates, but recent copies sold by the publishers have carried no date except 1870 in the preface and 1871 in the copyright claim.

*Holdings:* A, B, E.

*Comment:* Smith (1813-93) was the prodigious compiler of a number of encyclopedias and dictionaries on classical subjects. They are standard reference works which have never been superseded. The imprint date of 1871 is of doubtful significance for this study. It does indicate the first issue. It does not mark any important distinction in usefulness from a volume with a later date. Specification of this date conflicts with the general Mohrhardt specification that all books listed be in print. The book which is in print and now on sale does not carry this date.

That the publishers have seen fit to keep this title on the market for over seventy years does have implications for the study of obsolescence. This work has no close competitors. Its subject is one of declining interest, but the volume is indispensable on occasions. An extensive revision, to incorporate new words in English, if not in Latin, is possible but not likely to be successful commercially. That this title has lived so long unchanged is due in part to its intrinsic merit and in part to diminished interest in the field. The lack of interest is insufficient support for competition and revision.

#### Case 15

Staël-Holstein, Anne Louise Germaine (Necker) De. *De l'Allemagne*. Paris, Firmin-Didot, 1850. 592p., front. (port.) 12 Fr. [36-1364]

*Note:* First published in 1810. There are many other editions of this title. Several of them, including one published by Firmin-Didot, are listed as in print in *La Librairie Française*, 1931. The Firmin-Didot volume is a reissue, with a new introduction, or an edition first brought out by that firm in 1846.

*Holdings:* A and C have another edition (Paris, Garnier, 1894). B has (Paris, Charpentier, 1839).

*Comment:* Madame de Staël (1766-1817) rendered her greatest service in introducing German literature and philosophy to the

French, and her work is of interest to students of both French and German. The Shaw list calls for a complete set of her works in 17 volumes (1820-21).

It is difficult to attach exclusive importance to the date and edition cited here. Others of later date were available and in print when the Mohrhardt list was made. Hence, this date cannot be regarded as of great significance.

### *Results of Case Studies*

The distinction between the specific imprint date of a given volume or edition and the timelessness of certain authors and their works, has often been emphasized in this study. This distinction is emphasized by the cases which have been examined, and at the same time observation of this distinction is necessary to thorough analysis of the cases themselves.

Six of the oldest items in the Shaw list may be said to fall into a group of literary works in a twilight zone of interest, viz., Barlow, Bartram, Musgrave's translation of Camoes, Dennie, Fuller, and Sedgwick. Johnson's *Rambler* may be included in this group also, although Johnson is clearly of much greater interest today than the six others. It is easy to believe that had the *Rambler* not already been printed so many times, a modern edition might be available. Of the six, the dates of Fuller and Sedgwick are open to question within the space of a few decades (likewise the *Rambler*), but whatever the edition chosen, they would still be relatively old. The set of LeSage falls into a similar category.

The case of Fontenelle is similar but the possibility of variation between the imprint dates of 1821 and 1911 is much wider.

In their respective fields of "History" and "Philosophy," the works of Long and Hutcheson are likewise of minor interest.

The case of Roper's *Life* is clearly open to question. Selection of an edition with

so early a date may have been an oversight. Within a few years of publication of the Shaw list, however, the edition specified was clearly superseded by a new one.

All three of the oldest items in the Mohrhardt list are puzzling in bibliographical detail. They are cited with their earliest dates of issue, but the books to be bought from the publishers are obviously new impressions. That no substantial changes have been made since they were first published is equally evident. All three, especially Smith's *Dictionary*, are staples by authors of more widely known works. They are in fields and on subjects in which the occasion and demand for revision or new works are relatively slight. The *English-Latin Dictionary* is, as Fuller has said (Case 6), one of the "auxiliary books, only to be repaired to on occasions," but when those occasions arise it must be at hand.

### *Holdings of the Libraries Surveyed*

The fifteen titles were not generally found in five college libraries surveyed. Library B was first, with two titles as specified and variant editions of five titles. Library A held two titles as specified and four in other editions. Library C held two titles in different editions. Library E held one specified and one variant title. Library D held none.

Six of the titles were not found in any of the libraries. They are among the rarer ones and are not always found in some of the largest research libraries. Two titles were found once but in different editions. Two were found in two libraries each but in different editions. Two were found to be held by three libraries (a total of six copies) but in different editions. Two titles were found in one library each, in the specified editions. One title was held by three libraries.

Theoretically, the three four-year colleges (A, B, and C) might have had all of the specified titles in the Shaw list or 36 holdings in all. Actually there were 2, or 5.6 per cent, plus 6, or 16.7 per cent, in different editions. Thus, in a total of 22.2 per cent of the possible holdings, the title specified or a reasonable substitute was available. These colleges made a better showing in the Mohrhardt titles, having two out of a possible nine or 22.2 per cent as specified, and 5, or 55.5 per cent, in different editions.

One of the junior colleges had none in either list, while the other had one title in the Mohrhardt list and one from the Shaw list in a different edition.

That more of the titles were not found in the libraries surveyed is itself testimony that they are not indispensable. None of the largest research libraries in New York City had them all.

#### *Indications of Obsolescence*

The first sign of obsolescence as recorded in the studies previously referred to was the extremely short life of many books (as indicated by the low mean ages); the second is, paradoxically, apparent longevity. Books in the first group die quickly and are forgotten. Books in the second live long because there is not enough interest in them to revise them and bring them up-to-date or because there is not enough interest in the field to displace them.

This may serve as a partial explanation of the low rate of obsolescence in the "Classics," where developments have been slow and interest has been waning.

It is fundamental that for a college library books may become obsolete while their authors may not. Repeated new editions are a sign that books may become obsolete while an author and the essence of his works may not. Early editions of Shakespeare are not suitable for the use

of the undergraduate student. He is expected to have a modern edition with revisions in text and orthography and with glossaries and notes.

Conversely, though an obsolete book does not make a forgotten author, a forgotten author does make an obsolete title. Some of the oldest titles in the Shaw list fall in the twilight zone of oblivion. Such a case was that of Dennie, whose *Lay Preacher* essays existed only in two meager selections. As has been indicated (Case 4), his failure to get more published has doomed him to obscurity. He was not entirely forgotten, however, as evidenced by the reprint issued in 1943. If this reprint is substituted, this author and title jump from an imprint date of 1796 to 1943 or a matter of 147 years. This later date is testimony to greater interest than the earlier date; it confirms what the purchasing agent said about the relation of supply and demand in out-of-print books.

That the Shakespeare titles were all more recently published than the fifteen titles studied in detail is not an indication that the fifteen have shown greater resistance to obsolescence, but quite the reverse. And this leads to the proposition that, barring extraordinary commercial vicissitudes, out-of-print volumes are relatively obsolete for the purposes of the college library. With few exceptions, if they are not soon revived in newer editions or reprints, they will pass away altogether. Being out-of-print reflects to a degree lack of sales and, consequently, lack of interest. And being out-of-print is itself a physical barrier to full expression of interest. Revival of a title in a reprint or new edition, beyond removing this barrier, will not per se do much to keep a dying work alive. Rather the revival must be the result of renewed or continued interest in the author himself and in the lasting appeal of the content of his work.



## The Recataloging Program of the Army Medical Library<sup>1</sup>

WHEN Dr. Billings created the *Index-Catalogue* of the Library of the Surgeon-General's Office he brought into being a magnificent bibliography which for inclusiveness and ease of use is without parallel in any other subject field. The combination of a typical library catalog in book form with a detailed subject analysis of periodicals proved such an efficient tool that it inhibited the normal development of a card catalog of the library. The result has been, as stated in the survey of the Army Medical Library, that, with the passing of years and the steady growth in the number of volumes of the *Index-Catalogue*, "its value as a bibliography has increased, while its value as a library catalog has steadily decreased."

The *Index-Catalogue* was unsatisfactory as a library catalog for two principal reasons. It did not give any indication of the shelf-location of the books listed and its multiplying alphabets made consultation to see whether a work was in the library a tedious affair. The first of these difficulties was undoubtedly a result of the library's complete lack of any classification in the usual sense. When it became necessary to indicate in some way the location of volumes in the growing library, Dr. Billings instituted a system of writing out the complete name of the subject, without symbols or abbreviations. The classes so created have been occasionally combined or further subdivided without alteration of the class name

as written on the book plate and inconsistencies in the use of such forms as "Malaria," "Malarial fever," and "Fever, Malarial" or "Medical anecdotes" and "Anecdotes, Medical" have frequently occurred. Since even these unsatisfactory substitutes for a classification appeared neither on the backs of the books nor in the *Index-Catalogue*, difficulties arose in locating and shelving books.

In 1918 and 1919 advantage was taken of the availability of assistance from Army enlisted personnel to clip and mount on cards the author entries from the first two series of the *Index-Catalogue*. The clipping was done so as to secure as many entries as possible on a single card. Therefore, when the two series were interfiled, alphabetic sequence could not be maintained. Throughout the 1920's adequate assistance was not available and no work was done toward including in this file the entries from the third series. With the beginning of the fourth series, a card for each monograph was prepared and filed in the catalog. As time was available, the classification was written on the various cards, but this work has never been completed and the catalog so created has never been satisfactory.

This was the picture when in 1942 the survey committee sponsored by the American Library Association recommended that the existing catalog be totally done away with and a new classification and new catalog prepared in order to make available the splendid resources of this library.

In accordance with these recommenda-

<sup>1</sup> Paper presented at the meeting of the Division of Cataloging and Classification, American Library Association, San Francisco, July 1, 1947.

tions, a committee under the chairmanship of Mary Louise Marshall, librarian, Rudolph Matas Medical Library, Tulane University, New Orleans, began work on a completely new medical classification. This classification has been built up with the advice of experts in various fields of medicine and was finally completed in the spring of 1946. It is a very detailed classification, perhaps even too detailed for the large collection of the Army Medical Library. The committee believed, however, that it is better policy to prepare a classification that would be too minute but could be simplified if desired, rather than one which would be found, after actual trial, to need further expansion. By agreement with the Library of Congress, which was represented on the committee, the classification, after it has been tested in the Army Medical Library, will be printed as a volume in the series of Library of Congress classification schedules and will serve as a revision of the present class "R." In order to prevent confusion and to enable those libraries which are already using the Library of Congress medical classification to continue to use it, if they do not feel able to reclassify, the new classification has been based on the letter "W," previously unused by the Library of Congress.

#### *Photostated Shelflist*

While the classification was being prepared a special staff was recruited to push through the making of a shelflist, which had never existed in the library. This group took each class in turn and made, working from the title page only, a rough shelflist of all the monographs. When this project was completed, early in 1946, the group turned to the binding of the collection of unbound pamphlets. All pamphlets in decent physical condition have now been bound and the volumes, properly shelf-listed, added to the permanent collections.

While work was being done on the pamphlets, the shelflist was duplicated by means of photostat and the photostated cards, bearing correct class marks, filed in the card catalog. Since the shelflist cards were made from title pages only, it was recognized that there would be many discrepancies in form and fulness of entries. Since the purpose of these cards was to serve as a checklist of the volumes actually found in the library and not as an exact bibliography, all entries under a surname were filed alphabetically by title and not by forename or initials. While this is not a satisfactory catalog, it does enable the acquisition division to state with some confidence that a book is or is not in the library, and helps the reference division to produce a definite volume when called for.

#### *Catalog Division Created*

In the autumn of 1944 plans were laid for the creation of a catalog division to undertake the recataloging of some half-million volumes and an equal number of pamphlets and theses. There was general agreement that the cataloging should be simple and we hoped for a rate of descriptive cataloging of one volume every fifteen minutes. To handle a million items in ten years, which was the period set for completion of the recataloging, this called for a dozen descriptive catalogers, with enough additional workers to carry the current acquisitions. With a suitable proportion of subject catalogers and with clerical workers for the many clerical operations of cataloging, a staff of forty-five was planned for the catalog division. Unfortunately this figure has never been reached so that the recataloging has not gone forward with the speed originally expected.

When the creation of a separate catalog division was approved, the work of cataloging was removed from the *Index-Catalogue* division, which had previously been respon-

sible for the card catalog as well as for the *Index-Catalogue*. To head the new division the library was fortunate to secure M. Ruth MacDonald, then chief of the catalog department at the Detroit Public Library. Miss MacDonald, with characteristic energy, tackled a threefold problem—the recruiting of a staff, the preparation of a manual of procedures, and the drawing up of a code of simplified cataloging rules.

With the struggle to secure a staff in the past two years you are all too familiar. It is enough to say that, while the Army Medical Library has secured some of the best cataloging talent in the country, it never has had the size staff it needs. In the other two undertakings success was realized. The catalog division has a set of procedures and a manual to codify them and to instruct new members of the staff, created from nothing in a year's time, that can serve as a model for any library. If the staff were built up to the proportions originally intended, there is no doubt that the load of one hundred thousand recataloged items and sixty thousand new items could be handled smoothly, efficiently, and rapidly.

#### *Simplified Treatment Followed*

The cataloging rules call for a simplified treatment of descriptive cataloging that is still sufficient to identify any item in this great collection of medical literature. Proper names will be established on the basis of a limited number of reference works only, chief reliance being placed on the Library of Congress catalog and the *Index-Catalogue*. If a name is not found in either of these sources, and there is no conflict with another name, the form in the book will be followed. Titles will be brief and will not include the author's name unless this is needed for sense or grammar.

Pagination is reduced to a statement of the final Roman and Arabic numbers. The simple statement "illus." will serve for all types of illustration except portraits, which will be noted because of the library's interest in medical portraiture. Size will be given at the particular request of the Library of Congress. Notes are used as sparingly as possible. These rules were adopted before the Library of Congress moved actively to simplify its own rules for description and will undoubtedly be modified in detail to conform to the new L. C. rules when these are published.

The subject headings used in the *Index-Catalogue* have been extensively criticized among medical librarians and bibliographers because of a heavy use of foreign and technical terms when adequate specific English terms are in common use. The *Index-Catalogue* has also shifted back and forth between synonymous terms in an endeavor to publish its accumulating entries as early as possible. For these reasons it was decided to institute a new list of subject headings for the card catalog. This list is built on the list of subjects used in the catalog of the New York Academy of Medicine which was, in turn, based on the headings of the *Quarterly Cumulative Index Medicus* and the original series of the *Index-Catalogue*. Little help was secured from the medical subjects of the Library of Congress, which were wholly inadequate for a special collection.

There has been a large amount of discussion among librarians in recent years regarding the possibility of relying on bibliographies for a subject approach to books and thus of relieving the catalog department of the necessity of creating a list of subject headings and a subject catalog. One great difficulty with such an arrangement has been the lack, in many fields, of adequate bibliographies. In the field of

medicine the bibliographic approach has been made easy through the existence of the *Quarterly Cumulative Index Medicus* and the *Index-Catalogue*. If bibliographies can replace subject catalogs anywhere, the library which, from its own resources, creates one of the standard bibliographies in its field should provide a suitable spot for putting the theory into operation. Thus it was decided not to attempt a complete subject catalog of the library. The author catalog will contain a record of every item in the library. The subject catalog will list, in a separate alphabet, the monographs of the past twenty-five years, plus entries for histories, bibliographies, and other standard reference works which do not become out-of-date. The period of twenty-five years was agreed on since it is expected that, in the new building for the library, these monographs will be kept in an open stack accessible to readers, and because the *Index-Catalogue* requires approximately that amount of time to complete its progress through the alphabet. It is probable that in the future the *Index-Catalogue* will be published more rapidly, and the period during which the subject cards will remain in the subject catalog will be correspondingly reduced.

#### *A National Medical Library*

The Army Medical Library, although a division of the Office of the Surgeon-General of the Army, is in fact a national medical library and makes its services available not only to other departments of the government but to physicians and students throughout the country. One of the services which American libraries have come to expect from their national libraries is the service of centralized cataloging and the distribution of printed catalog cards. As soon as the catalog department was set up the possibility of furnishing cards to

other libraries was investigated. Miss MacDonald and the librarian were in full agreement that such service should be given, but that the elaborate cataloging practices insisted on by the Library of Congress as essential to the usual cooperative cataloging procedures were prohibitive in cost if the recataloging of the Army Medical Library was ever to be accomplished. On the other hand, a duplication of the facilities of the card division of the Library of Congress would be extravagant. Conferences were held with the authorities at the Library of Congress to discover how this dilemma could best be met. The Library of Congress agreed that the Army Medical Library could be given full authority and responsibility for the cataloging represented by the cards issued in its name. The catalogers of the Army Medical Library are given full access to the official catalog of the Library of Congress and are responsible for seeing that all names used agree with the Library of Congress authority cards if such names are present in the Library of Congress catalogs. The simple forms of descriptive cataloging which were desired by the Army Medical Library will be followed on its cards. The subject headings of both libraries are given, and the classification of the Army Medical Library is accompanied by that of the Library of Congress when the title is in both libraries. The Library of Congress agreed that it would restrict its activities to the addition of copyright information and its class mark when it owned a copy of the volume. Otherwise, it serves solely as a printing and distributing agency for these cards.

#### *MED Series Begun*

To signalize the adoption of simpler forms of cataloging and the assumption of full responsibility by the Army Medical

(Continued on page 53)



By EDWARD B. ESPENSHADE, JR.

## A Guide to Map Sources for Use in Building a College Map Library

IN A previous article basic principles for planning the scope and content of a college map library were outlined. This article is designed to help the librarian implement the program evolved. The intent is not to provide even a partial list of map sources or agencies. In fact, no such list exists and if it did it would require several volumes. The intent instead is to introduce the librarian to the types of map sources, their nature, and the peculiar problems related to them, and to current bibliographic aids and methods by which he can keep abreast of map publications.

The college librarian buying books has many advantages compared to one purchasing maps. He has a variety of well-established aids at hand, including cumulative book lists and lists of current publications.

The bulk of his material is published in the United States; certain concerns specialize in assembling obscure items. Also, faculty members frequently are able to provide precise information and specific titles. In contrast, the librarian purchasing maps is faced with special problems. The solution to many of them is time-consuming and is one of the reasons that maps have been neglected by libraries. In the first place, he has no single guide to published maps or to new maps being published. Secondly, the bulk of his material is issued in foreign countries. The signs and conventions on maps provide virtually an international language, and language is no barrier to the use of maps. Most of the maps,

both specialized and general, which pertain to a given area will be published by agencies within the country in which the area is located. Thus, whereas a suitable group of books on Germany in English might be obtained in this country, maps (with the exception of a few small-scale general ones) must be purchased for the most part in Germany. Purchasing of most maps, therefore, is complicated by all the problems of foreign acquisition. This also explains in part the lack of information concerning the publication of maps. It is buried within the publications of many countries and is locked therein by language barriers.

A third problem is made concrete to the librarian when he realizes that the terms "fugitive" and "documentary" materials are applicable particularly to maps. Most maps are published by official government agencies and many maps are serial publications. Large- and medium-scale map series are usually published over a period of years. The topographic map of the United States has been in the process of publication for more than seventy years and is only about half completed. Within that time some sheets have been published in several editions. The inability of many libraries to maintain complete files even of selected United States documentary items suggests the difficulties with which the map librarian is faced when assembling foreign documentary materials. Use of the term "fugitive" as applied to maps indicates their evanescent nature. They lack durability

and as working tools are consumed in many cases. The latter is evidenced by the tremendous map consumption during World War II. There are already cases of important maps known to have been published during the war of which only a few copies or no copies now exist. In addition, some maps are prepared for a special purpose or deal with a topic of temporary interest. As a result, information as to their existence is limited and only a few copies (perhaps photographic prints) are made. Examples of such items are maps prepared to illustrate reports by federal agencies during the last war and county and city maps used by local officials for administrative purposes.

#### *Problems*

Finally, the college librarian buying maps obtains little help from faculty members and purchasing agencies. The faculty member wanting a book on a particular subject usually will provide the title and author. In contrast, when he needs a map he is apt to ask merely for a map showing certain information. Limited knowledge concerning the existence of maps and publishing agencies, the small demand for maps, their great number and variety, and the relatively high cost of acquisition compared to the cost of the map itself have prevented the establishment of agencies specializing in their procurement. That these problems are real and involve considerable expense is evidenced by the elaborate organizations which must be maintained by such large modern map collections as the Army Map Service and the State Department. Both rely on regional field specialists who travel from place to place, in addition to the consuls and military attachés in various countries.

Increased interest in the development of map collections by colleges and universities in the last few years obviously has resulted

in a greatly expanded interest in map sources. There are thousands of map sources, many more than for books. In the United States each of more than three thousand county surveyors is a potential producer of a map; so are each of the thousands of city engineers. This multitude of possible sources is almost certain to be confusing. Only if a concise plan covering the nature and scope of the map library has been formulated in terms of areas, subjects, and scales, can the librarian hope to overcome the peculiar problems of map sources and acquisition. In this manner his attention is focused on particular types and series of maps. With a general knowledge of the nature of map-producing agencies, he can then proceed to acquire specific information and map items. Map sources are analyzed in the following pages, with emphasis on sources in the United States. The statements made are applicable to map sources in other countries also, but to a lesser degree. In general, the higher the cultural and material development of a country, the greater are the number and variety of maps available for that country.

#### *Map Sources*

There are three main types of map sources or map-issuing agencies: governmental or official agencies, commercial publishers or private agencies, and scientific societies, institutes, and organizations. The classification is significant because each publishes different types of maps for the most part and each presents different problems in connection with acquisition of its material.

Governmental or official map agencies are greatest in number and importance. Probably 90 per cent of all different map items published are issued by official government agencies. Included among government agencies are not only all the various federal departments, bureaus, and other

administrative subdivisions, but also the various administrative divisions of states (provincial, departmental, etc., in some countries), counties, and other minor civil divisions (townships, cities, etc.)

The best existing guide to federal map-producing agencies in the United States is Walter Thiele's book, *Official Map Publications*.<sup>1</sup> The book does not attempt to list the maps published by each agency but describes the general nature of the maps available from each agency. Since his book was published, two new agencies which produce a considerable number of maps have come into existence, the Army Map Service and the Division of Cartography, State Department.

#### *U.S. Geological Survey*

In terms of numbers of different maps issued, four United States federal agencies are outstanding and some of their publications should be in any map library. The United States Geological Survey is responsible for the publication of the topographic map of the United States.<sup>2</sup> This is the basic large-scale general map of the United States. It is for the most part on the scale of one inch to a mile, a scale large enough to show relief by means of detailed contours, all roads, and individual houses. This map and similar ones in other countries are really the base from which all accurate medium-scale maps must be made. The U.S.G.S. does not issue a catalog of its maps but it does issue a series of index maps for the various states, which indicate the sheets published. In addition it publishes base maps for the states on scales of 1:500,000 and 1:1,000,000.

This situation is indicative of conditions found in many other countries. There are probably at least fifty national survey or-

ganizations which produce the basic general medium- and large-scale maps for their respective countries. Their name, however, will vary from country to country.<sup>3</sup> In addition, their place within the administrative setup varies greatly. In some countries they are a part of the department responsible for domestic lands; in others they are under military supervision. Brief descriptions of the maps issued by these agencies for some of the more important countries can be found in several books.<sup>4</sup> For the survey organizations of the smaller and less important countries no comprehensive list is available. In the average map library, however, there will be less need for detailed maps of Bulgaria and Liberia than there will be of France, England, and Canada. The librarian should realize that, if his map library plan prescribes medium- and large-scale general map coverage in a particular country, national survey organizations similar to the United States Geological Survey will be the issuing agencies. Correspondence with individual foreign national survey agencies requesting a catalog or list and index maps which indicate the area covered by each sheet and the extent of the area for which coverage is available, is necessary.<sup>5</sup> There is no short cut for this process and its advantages are several. From a comparison of the coverage planned and of the index and catalog information obtained, a

<sup>3</sup> A few examples are Ordnance Survey of Great Britain, Reichamt für Landesaufnahme in Germany, Survey of India, and the Instituto Geográfico Militar in Italy.

<sup>4</sup> Thiele, *op. cit.*, p. 119-281. Olson, Everett C., and Whitmarsh, Agnes. *Foreign Maps*. New York, Harper, 1944, p.195-230.

<sup>5</sup> Several factors explain the lack of collected index maps showing various map series for different countries of the world. The assembling alone, including information, drafting, and printing, would be a monumental and expensive job. The changing situation with respect to various series would cause such a compilation to lose its value rapidly. During the last war great strides were made in this field. The German army prepared comprehensive reports with index maps for each of the countries of Europe. Similar studies and extensive coverage indexes were made for large sections of the world by the Army Map Service and the Geographical Section, General Staff of the United States and British military organizations respectively. It is unfortunate that both the quantity and distribution of these publications were limited.

<sup>1</sup> Thiele, Walter. *Official Map Publications*. Chicago, American Library Association, 1938.

<sup>2</sup> For a description of the mapping activities of the U.S.G.S., see *Ibid.*, p. 121-27.

single order can be made for all material with its attendant purchasing economy. In addition, the catalog and index information will form in themselves an integral part of the map library files. The immediate need for many maps (particularly large-scale general surveys) is questionable in the average college map library, but the map intelligence provided by the catalogs and indexes is important functional research information.

### *Army Map Service*

A second important United States map publishing organization is the Army Map Service.<sup>6</sup> It is responsible for the preparation of the greater part of the maps needed by the War Department. The great variety of maps needed in modern warfare and the global nature of the last war suggest the scope of its map publications. It has been estimated that considerably more than a hundred thousand different maps were issued by the Army Map Service during the war. Its publications cover every country in the world and range from small-scale world maps to detailed surveys on large scales where actual ground operations were planned. They include beside general maps, a considerable variety of specialized maps. The greater part of these maps are either facsimile copies or simple recompilations of existing maps which were published by the national survey organizations of the countries involved. For example, the map service reissued the 1:1,000,000, 1:500,000, 1:200,000, and 1:50,000 sheets over parts of North Africa which were originally published by the French agency, Service Geographique de l'Armée, and by the local survey organizations of Algeria and Tun-

<sup>6</sup> The Army Map Service was formed at the beginning of World War II. It was an outgrowth of the old Engineer Reproduction Plant, Corps of Engineers, War Department. Today it is probably the largest and most complete map compilation and printing organization in the world.

isia. In Japan they reissued many of the 1:50,000 series in facsimile with transliterated names, whereas the 1:200,000 and 1:1,000,000 series were completely redrawn at scales of 1:250,000 and 1:1,000,000 respectively.

Information concerning the map publications of the Army Map Service and their distribution is limited for military reasons. There has been a limited distribution of some of its maps, however, and the sale of some general smaller-scale series has been considered. The great majority of their maps will cover areas in the United States sphere of mapping responsibility.<sup>7</sup> The publication by the Army Map Service of a catalog of maps which could be distributed and sold to the general public would be valuable. Meanwhile, the librarian can through correspondence ascertain which of the items in his map library plan are available. He should remember that the Army Map Service series may be either a facsimile or redraft of the organic series. As such it may be easier to obtain, easier to read because of translated legends, carry later information, and be cheaper per sheet than the organic series.

### *Other Countries*

A counterpart of the Army Map Service exists or has existed in several of the more important countries and colonial powers. Prior to the last war the Geographical Section, General Staff (Great Britain), was outstanding. Its catalog listed small- and medium-scale series of areas all over the world where the British were economically interested or held sovereignty. The Service

<sup>7</sup> The Army Map Service and the Geographical Section, General Staff (Survey Directorate, British Army) divided mapping responsibility. The U.S. was responsible for North Africa, southern Italy, parts of southern Germany and central Europe, China, and Japan. The Survey Directorates were responsible for the remaining areas of military operations. This division of labor refers to ground operations only. Both countries maintained their own small- and medium-scale series for air navigation.



Geographique Nationale (formerly the Service Geographique de l'Armée) of France issued two catalogs, one listing domestic maps, the other maps for various parts of the world with special emphasis on French colonial possessions. To a lesser degree the Italian, German, and Japanese governments issued maps for areas outside of their national boundaries.<sup>8</sup> At present, purchase of maps from these agencies is impossible, but should be feasible within a few years with the possible exceptions of Germany and Japan.

These agencies are particularly important to the map librarian, since they supply basic, original, general, small- and medium-scale coverage for many of the colonial areas and for the lesser developed areas of the world.<sup>9</sup> In the future, their publications probably will provide supplemental coverage to that of local national survey organizations in certain critical or strategic military areas.

#### *Other Agencies*

The last two of the major federal map-making agencies are grouped together. Although the map publications of the United States Hydrographic Office and of the Coast and Geodetic Survey are, in the strictest sense, specialized in nature, their use for the average map library places them in the field of general maps. Designed as charts for navigation, they are specialized items. In a map library they are used commonly to provide general coverage over the areas

adjacent to shore lines. The Coast and Geodetic Survey issues maps for the coasts of the United States and possessions, the Hydrographic Office for the coasts of remaining areas of the world. Thus, they do for the coasts and water areas of the world what the U.S. Geological Survey and the Army Map Service, respectively, do for the land areas of the world. Recently both agencies also have issued aeronautical charts over some of the areas for which they are responsible. The charts of the Hydrographic Office are of particular importance in providing coverage for smaller islands of the world, along the coasts of undeveloped lands where maps for the land areas may not be available, and for ports on a large scale. Both agencies issue excellent catalogs, well cross-referenced and with index maps. Associated with their chart activities, each issues some specialized maps related to navigation and of interest to many map libraries. Included are maps showing time zones, ocean currents, tides, winds, magnetic variation, and so forth.

Agencies with similar functions and map publications exist in about twenty countries. Most of these agencies have issued only a few charts and they pertain primarily to the national waters. The British Admiralty, however, issues an estimated three thousand different charts. A large number of these are reproduced in facsimile by the U.S. Hydrographic Office. Normally a map librarian will be able to fulfil the greater part of his coverage plans from the catalog of the U.S. Hydrographic Office. Only in a few instances, where he desires more detailed coverage in a foreign area, will he require foreign hydrographics.

From the foreign and domestic map-issuing agencies which have been described, practically all the large-, medium-, and small-scale general coverage needs can be met, for the whole world or parts of it, if

<sup>8</sup> The Instituto Geografico Militaire, Firenze, issued a catalog listing single sheet and series maps for Italy proper as well as for her colonial possessions. The Reichamt für Landesaufnahme still issued a few sheets for parts of China and Africa where the Germans had had colonial interests. During the war, however, the Kriegskarten und Vermessungswesen and Geo-Mil, which were the counterpart of the Army Map Service in the United States, issued thousands of maps for most of Europe and North Africa. Unfortunately most of these maps are lost to the world, although the bulk of them were reproductions of organic series.

<sup>9</sup> The French and British organizations together covered all of Africa with a series of maps at 1:1,000,000. The British also published a series at the scale of 1:1,000,000 for eastern Asia and at 1:4,000,000 for all of Asia. The Army Map Service issued a series covering Central America at the scale of 1:250,000.

the areas have been mapped. The maps published by these or similar official agencies are the foundation for any map library with general coverage facilities beyond that provided by atlas maps.

### *Specialized Maps*

An analysis of official agencies producing specialized maps cannot be definitive. Specialized maps may be produced by departments, bureaus, and smaller subdivisions of federal administrative units. There may be as many as a hundred federal administrative units which have published at least one map. Some of them have produced a relatively large number; for example, the Bureau of Chemistry and Soils which publishes more than 1200 county soil maps, the Bureau of Reclamation, the Forest Service, and the Bureau of Agricultural Economics. For acquisition of such specialized material two procedures can be followed by the map librarian. First, examine carefully the subject price lists of the Superintendent of Documents in the field or subject for which specialized map material is desired. For example, if soil maps are needed, *Price List 46, Agricultural Chemistry and Soils and Fertilizers* has a complete list of the counties and areas for which soil maps are available. *Price List 53, Maps*, although not comprehensive, lists maps from several of the specialized map-issuing agencies such as the Bureau of the Census and the Bureau of Public Roads. Second, with the information gleaned from the price lists and other sources such as Thiele, write the government agency or agencies which are responsible for the subject material desired, requesting any additional specific information needed with relation to your map library plans. Blanket requests rarely will bring satisfactory results. Only requests based on a general knowledge of the agency's map publications and couched in terms of specific needs should be made. For ex-

ample, the Bureau of Agricultural Economics has perhaps a thousand manuscript maps most of which have appeared in its serial and other publications. They pertain to a variety of items from crop and livestock distribution to value of farm lands and extent of animal diseases. The average map library will be interested in only such of these maps as fall within the scope of the plans formulated.

The complexity of the specialized map field illustrates concretely the need for clear-cut objectives in terms of subjects for which map materials are needed. The indiscriminate collection of maps purely to acquire great numbers is futile.

Specialized map materials issued by state, county, and city agencies are limited and not widely publicized. The principal state agencies are the highway and agricultural departments, the geological surveys, and the public utility offices. Such agencies do not necessarily publish maps in every case, although each of the forty-eight states has issued a geological map. City and county map publications are apt to be beyond the scope of the average map library, except for material which pertains to the immediate vicinity of the library. Here the map library has an important archival function in preserving local map materials, both in published and manuscript form. These materials are highly fugitive and only local interests over a long period can collect and preserve them. The need for the assumption of such a function by local libraries was illustrated by the W.P.A. document surveys. State college and university libraries appear to be logical depository centers.

Specialized maps issued by official agencies in foreign countries, with the possible exception of the countries in western Europe, are far less in number and variety than those of the United States. Here the librarian must depend to a greater degree

on professional journals and individuals versed in specialized fields. A sound knowledge of the functions of official map-issuing agencies in the United States and their place in the organizational framework of the federal government can be of considerable help in obtaining foreign materials. The similarity of the framework in foreign countries makes possible the application of the principles and experience gained with federal map-issuing agencies here. Even a large, backward country like China has its geological, meteorological, soil, and agricultural government organizations, although, with the possible exception of the first, their map publications are limited.

#### *Other Major Map Sources*

Commercial publishers or private agencies are the second major map source but in the aggregate are far less important than official agencies to the average map library. Most of their separate maps are on small scales and designed as wall maps (for instructional purposes and not for reference purposes) or for popular and commercial use. Maps of states and countries issued separately by them usually provide no more information than is available in large editions of standard atlases. This is especially true of their publications in the United States. Commercial concerns, however, are important as publishers of standard reference atlases, outline base maps, and supplementary, general, small-scale maps.

In foreign countries commercial map publishers are apt to be relatively more important in supplying needed coverage. In well-mapped countries where free road maps are not available and where the public is more map-conscious, commercial concerns issue excellent road, hiking, bicycle, and city maps. In poorly-mapped countries which lack active official mapping agencies (such as the Balkans, China, and Australia), commercial companies are relatively

important. For example, in Greece the best topographic map of the country, which has a scale of 1:200,000, is issued by a private concern.

The number of these concerns, both foreign and domestic, is not great. Some of them are known widely, such as John Bartholomew in Great Britain, Justus Perthes in Germany, Freytag and Berndt in Austria, and Rand McNally in the United States. Catalogs and information concerning map publications of these and other commercial concerns are easier to obtain than from official agencies. Specific names can be obtained either from bibliographic lists or, in the case of a particular country, from its officials in this country.

#### *Scientific Societies*

The last of the major sources of maps are the scientific societies and institutes. Their maps are largely of a specialized nature related to their activities. They supplement specialized maps issued by government agencies and are relatively more important to the average map library than their number would indicate. They are difficult to acquire because of their specialized nature, covering a wide range of subjects, issued by a variety of organizations, and because of the irregular and infrequent intervals of publication. Many of their maps may be issued in conjunction with their publications as well as separately.

In some cases the projects undertaken are monumental in scope, such as the map of Hispanic America (1:1,000,000) requiring more than one hundred sheets, which was completed recently by the American Geographical Society after nearly twenty years' work. In other cases only a few maps have been issued, such as the tectonic and geological maps of North and South America published by the Geological Society of America. In foreign countries such organizations may have a quasi-official position,

for example, the organization which issued the excellent *National Atlas of France* and the Societe d'Editions Geographiques, Maritimes, et Coloniales which published the *Atlas des Colonies Francaises*.

In acquiring material from these sources the map librarian is faced with a situation similar to that in obtaining specialized maps from official agencies. He can depend in part on map bibliographies, but a greater degree of dependence must be placed on professional journals and individuals in the field of the subject matter involved.

#### *Books on Mapping Services*

There are relatively few books on mapping services in various countries. Several books are invaluable, however, to the map librarian who is interested in modern map sources. Outstanding among these is Thiele, *Official Map Publications*.<sup>10</sup> It contains a brief and excellent summary of each of the United States governmental mapping services with a reference list of their map publications or notes as to their nature. Chapters are devoted to Latin America, Great Britain, Germany, and a group of smaller countries. The only serious deficiency of the book, besides its limited coverage, is its lack of index maps. Nevertheless, it offers the map librarian sufficient information and background in those areas described to initiate a purchasing program according to his needs. The most comprehensive map catalog issued covers South America. The *Catalogue of Maps of Hispanic America* lists not only separately published maps but also those published in books and periodicals.<sup>11</sup> Unfortunately, the publication is now more than fifteen years old, although it may be supplemented by the summaries on cartography in the annual

volumes of the *Handbook of Latin American Studies*. Additional publications provide only fragmentary information, but two in particular should be mentioned. Olson and Whitmarsh, *Foreign Maps* gives brief summaries of the more important map series for about forty countries and lists some of the outstanding government map catalogs.<sup>12</sup> Hinks, *Maps and Survey* devotes space to a comparative analysis of some of the European series which is helpful in their evaluation.<sup>13</sup>

#### *Building a Background*

Difficulties outlined in the brief description and analysis of map sources should not discourage librarians. With experience one develops the same "bibliographic feel or sense" as with books. One of the best ways of building a background of map sources is through constant inspection of the reviews and notes in geographical journals. They provide the most complete information concerning current general and specialized maps. The two more useful current lists, which are based on new maps received at the American Geographical Society and the Royal Geographical Society, are *The Geographical Record* (mimeographed) and "The Supplement" to the *Geographical Journal* respectively. Prior to the last war a useful monthly list also appeared in *Petermanns Mitteilungen*. Supplementing these lists are the reviews of new maps and notes or articles concerning the mapping situation in various countries which appear in professional geographical journals such as the *Geographical Review* and surveying or mapping journals such as the *Empire Survey Review* and *Surveying and Mapping*. As these publications are examined, acquisitions which fit into the plans formulated can be made. This method also provides

<sup>10</sup> Thiele, *op. cit.*

<sup>11</sup> American Geographical Society. *Catalogue of Maps of Hispanic America*. New York, American Geographical Society, 1933.

<sup>12</sup> Olson and Whitmarsh, *op. cit.*

<sup>13</sup> Hinks, Arthur R. *Maps and Survey*, 4th ed. Cambridge, University Press, 1942.



an excellent way to maintain, by addition of new sheets or editions, map series which may already be on hand. The knowledge acquired of map sources and of the scope of map materials available will be of considerable value in planning and making purchases to cover specific areas.

The development and maintenance of a college map library of modest size cannot be left to incidental purchases based on suggestions by faculty members over a period of time. The previous discussion of map sources which illustrated their documentary and fugitive nature shows that an adequate and balanced working collection can be obtained only if a definite plan as to its nature and scope is formulated and only

if that plan is administered by an individual who is interested in and responsible for it. The peculiarities of map publications are such that the adequacy of a given map collection is largely a measure of the ability of the librarian responsible for it. A librarian with considerable geographic training will usually be more successful than one without such a background. Training in geography helps to provide a knowledge of spatial relationships which is necessary to an evaluation of map materials. It develops an appreciation of the distributional patterns of phenomena for which map coverage is desirable and it supplies an introduction to the geographical materials from which map information is obtained.

## The Recataloging Program of the Army Medical Library

*(Continued from page 44)*

Library, the former series of SG cards was discontinued, and a new series with numbers preceded by MED was begun. In order that medical libraries which might desire to place a subscription to the whole series could obtain cards for all medical books added to the national libraries, the

Library of Congress asked that its own cataloging of medical titles be included in the same series. The first copy for this new departure in cooperative cataloging was sent to the Library of Congress, Oct. 1, 1946. Since then cards of the MED series have appeared in increasing numbers.

By DOROTHY CHARLES

## Salary and Tenure of Catalogers<sup>1</sup>

IN ANOTHER era the encyclopedists made knowledge available through synthesis; in this day the opportunity to serve society in a similar manner is open to no group in greater measure than to librarians. The unique contribution of the librarian to the group or to the individual is his knowledge of books. How and what to buy for a book collection, how to organize and catalog the collection, and how to draw from the collection whatever is required at a particular time for a particular purpose is the expert application of that many-faceted knowledge of books.

With such a viewpoint of librarianship, the collection of facts regarding the contemporary status of the cataloger/classifier, one variety of the genus librarian, has significance only as an indication of the possibility under these conditions of working and living for the cataloger/classifier to make his contribution adequate to the needs of the institution and community as well as to grow and develop in personal wisdom.

In order to attract the person interested in and devoted to a life and career among books (using books as the name for all kinds of records of the thinking of men) it should be possible to present a picture of the pattern of such a life. That picture may exist in the minds of librarians who have had contact with people in those positions in a variety of libraries over a period of years. An assemblage of the facts are, however, unavailable to the young student searching for his niche.

<sup>1</sup> Paper presented at the meeting of the Division of Cataloging and Classification, American Library Association, San Francisco, July 1, 1947.

In order to remedy this lack in part, a series of questions was prepared by a graduate seminar at the University of Chicago in the winter of 1945-46. The group included a cataloger from a progressive medium-sized public library in the Middle West, two university library assistants, one of whom was a cataloger from an eastern college, the other a classifier from a Pacific coast university, and finally a young library administrator. Their selection of the facts to be secured, their recognition of the limits of information likely to be available as well as the limits of time and interest of those who would answer the questions, and their phrasing and rephrasing of the questions themselves is responsible for the primary value of the questionnaire. Helpful criticism came from several cataloger-administrators when a preliminary draft was ready; interest from A.L.A. Headquarters staff; and, ultimately, sponsorship of the questionnaire by the division's Special Committee on Recruiting contributed in no small way to the furtherance of the study. Head catalogers were addressed in the hope that their vital concern for the information would bring a full response. The belief seems to be warranted by the return of 133 answers, which is slightly better than 60 per cent of the 209 questionnaires sent out.

Since there is no list of catalogers later than Lucile M. Morsch's compilation of 1937 available, the secretaries of the regional groups were asked for lists of members of the groups. Prompt and gracious cooperation came from the groups although

the lists themselves proved in some cases to be somewhat informal, and a further checking against the A.L.A. *Handbook* was made in the endeavor to address head catalogers only—and at their latest addresses. The 209 names are those of heads of catalog departments who are members of A.L.A. and members of regional groups. This sample, we may assume, represents the most alert and professional interest among catalogers. It is also representative of twenty of the states plus the District of Columbia and the Province of British Columbia. Each section of the country is represented although several Middle Western states where librarians are active are strangely absent. Kinds and sizes of libraries include university, college, special (these last were usually of reference and research nature and were grouped with the college and university libraries in the analysis) and public libraries—all in proportions which resemble the distribution of those libraries throughout the country.

#### *No Need for Larger Sampling*

A preliminary analysis of the first 80 per cent of the returns was made, and as this showed little variation from the final analysis of the 110 usable answers, it is fair to assume that a larger sample would add little to the range of information secured or would change the results in no significant fashion. The majority of the answers are concerned with comparatively small departments—also representative of the total picture of library cataloging throughout the whole country and an aspect which sometimes seems neglected in discussions of cataloging problems per se. Differences in departmental organization, allocation of duties, and problems of special types of book collections (although neither questioners nor answerers were unaware of these) were not considered in the study. They are a

part of the pattern to be presented to the possible recruit undoubtedly but more is available in print on that subject than on the more economic aspects of the cataloger/classifier which constitute the present concern.

Size of library in the analysis was measured in terms of volumes as reported in the *American Library Directory* of 1945—not too far removed from October 1946 when this information was secured. Large libraries are those over 1,000,000 volumes. Three in the university group and four in the public are found here. Medium-large represents the 500,000 to 1,000,000 group with 8 university libraries and 7 public libraries reporting. Medium libraries are 100,000 to 500,000 volumes with 32 college and university libraries and 21 public libraries. The smallest size is of libraries under 100,000 volumes (meaning as low as 20,000) with 23 colleges and 12 public libraries. A fair balance of kinds of libraries occurs in each size group and the samples' totals of the various size groups may well be representative of the whole totals.

#### *Salaries*

Recalling that the A.L.A. Board on Personnel Administration in its "Salary Policy Statement" published in the Oct. 1, 1946 *Bulletin*, p. 291-92, recommended a minimum or base salary of \$2100 for a beginning position in the professional service, it is somewhat disconcerting to find (in that same month) that the minimum salaries reported for head catalogers (who are almost never beginners) was \$1500-\$2200 for public libraries in the two smaller brackets and \$1450-\$1800 for colleges libraries in the same brackets. Minimums in the 500,000 to 1,000,000-volume libraries are \$2700 in public and \$3000 in college and university libraries. Maximums for these same brackets are:

\$2460—small public  
 \$3924—100,000-500,000 public  
 \$4500—500,000 to 1,000,000 public  
 \$3350—small college  
 \$4902—100,000-500,000 college  
 \$5905—500,000 to 1,000,000 university

Since some questionnaires omitted salaries, as institutions sometimes hold that as confidential information, the salary ranges may not be complete, but since only a few omitted answering this question the smaller number probably does not perceptibly skew the truth. With the sole exception of the low minimum of \$1200 appearing in the 100,000-500,000-volume public library the salaries progress with the size of the library. Maximums in the group report often overlap minimums of the next higher group. Government libraries which appear in the university group usually account for the highest salaries. This we know to be particularly true in the last few years.

Assistant catalogers' salaries are not reported for the smallest public libraries but for the two middle groups the salaries range from \$1470 to \$3120 and \$1800 to \$3360. In the college and university categories the smallest libraries pay assistants' salaries of \$1200 to \$3350, the 100,000 to 500,000-volume library pays \$1675 to \$3397 and the 500,000 to 1,000,000-volume library pays \$1800 to \$4902.

#### *Longest Service, Largest Salary?*

The relation of length of tenure to salary requires a more meticulous analysis than is easy to report orally, but it can be said that a long service is not always accompanied by the largest salary. On the other hand the large salary does sometimes accompany the long years and up to a certain point a positive correlation of the two factors might be discovered. But as Joseph L. Wheeler once pointed out, it is often the willingness to move which raises salaries. A nice discussion (though endless) could be started on

the question of the value of continuity *versus* mobility in a professional cataloging career. That head catalogers do not move from one library to another with any great frequency must be the conclusion drawn from the number of years reports as "in this position" by the head catalogers. The longest tenure reported is thirty-three years. There are, of course, instances of head catalogerships vacant or held from one to three years by the present incumbent, but the usual report is of an incumbency of between ten and twenty years.

First assistants in the larger libraries do not move much more than their chiefs, although there are fewer first assistants in our total picture and their less impressive total of years in office therefore shows them as a class more like the "senior catalogers" than like their chiefs. This fact of long tenure in the position of head cataloger, while advantageous to the institution and not unnatural for the individual who reaches that stage after the years when change of place and work loom as attractive may account in some measure for the static quality of salaries. What administrator is going out of his way to boost the wages of the good service he is sure of? The laws of need apply here with telling force. So the head cataloger, desiring a permanent home, understanding better than any one else on the staff, probably, the values which accrue to the expeditious handling of her work from experience in the particular situation, must seek other levers to keep her salary in line with that of other administrative officers and to insure adequate compensation to those positions which are necessarily subordinate to hers. (I think the feminine pronoun can still be used with truth.)

Salary schedules or classification and pay plans are found consistently throughout all brackets of public libraries more frequently than in college and university libraries. Only one plan was found among the 23



smallest college libraries while 7 of the 12 small *public* libraries reported plans. It is also in the public library group that plans are reported under consideration by libraries not now adhering to them. Regular review of salaries also seems to be more prevalent in public libraries than in college libraries. It was in response to the question on regular review of salaries that those answering the questionnaire resorted frequently to comment: as "NO" in capitals, or a despairing sounding "I often think not." One public library in the 500,000 to 1,000,000 bracket made the sole report that the pay classification plan was based on a job analysis. Possibly more might have reported similarly had the specific question been asked. The largest libraries in both groups unanimously report classification plans.

There is variation in hours worked per week: 36 to 44 hours is the complete range, both extremes being found in the college and university group, with only one instance of the low 36 hours and three of the 44 hours. Almost half of all the libraries reported a 40-hour week, and just as many under 40, the small fraction remaining were over 40 hours. Much greater variation is found in vacation provisions. Many versions of a month in terms of days (26 days being the most frequently named) is the usual vacation in the college and university library and in the larger public library. The public library up to 500,000 volumes reports a two-week vacation as often as a month vacation. The smaller *college* library by contrast mentions school holidays and even summer closing of two and three months (usually unpaid in the last instance). Unpaid leaves of absence for study purposes may be arranged in all types of libraries, but the sabbatical for librarians is practically unheard of. Allowance of time for attending professional meetings is often mentioned.

Allowance of time for illness is entirely unstandardized. Indefinite arrangements, sliding scales depending on merit of individual cases, 6 days to 150, are the extreme and no control tendency discernible.

#### *Agreement on Initial Requisites*

There is almost unanimous agreement on college degree, library school degree, and experience as *requisites for initial appointment*. Apparently experience must be gained as junior catalogers in the larger libraries. This may point to a need for consideration of these agencies as postgraduate training schools or as internship experience. Perhaps a question may be raised regarding the rigid enforcement of the requirements claimed—they may have been named as *desirable* requirements.

The gentleman's agreement seems to be the prevailing basis for library employment. Only a scattering of civil service and annual contracts appear in the reports. The prevalence of a three- or six-month probationary period and one year and three year probations (among the college and university libraries) may be a surprising fact. I am even tempted to question whether this probationary period is made known to the candidate for a position although it may be a clearly-held reservation in the employer's mind. Indefinite tenure is clearly the very general practice as is also the absence of any system of rating the merit of work.

The report of a retirement policy is nearly unanimous. The questionnaire did not call for an explicit statement of age or retirement but some volunteered 65 and some 70 as the age of retirement from that library. One statement of a retirement policy as optional gave some cause for meditation. Pension systems or insurance provisions to which both the institution and the individual contribute are almost universal. Four college libraries reported institutionally supported pensions and one

public library an endowed pension fund.

Staff associations are so infrequent that they may be considered rare with the exception of the public library of from 500,000 to 1,000,000 volumes. All of the libraries in this group reported staff associations.

#### *Need for Interviews*

Reasons for change of position as listed do not, I feel, get at the real motives, for the most frequently named reason is "To another position." That this involved better salary, dissatisfaction with the kind of work, or even such factors as housing could be established by interview and a study of catalogers' attitudes (such as that being made for nurses by the U.S. Bureau of Labor statistics). "Marriage," and "transfer to another department" are named any number of times as reasons for leaving cataloging positions. Once this transfer of departments was specified as promotion to head librarianship (since no succeeding librarian had been appointed in this case, doubtless the transfer simply meant additional duties). A variety of reasons appeared in individual cases, the total of death, babies, Army, Navy, Red Cross, school, home, unsatisfactory work, and "temperamental maladjustment" approximately equalling the category of transfer to another department. I suspect the value of a statistical count of these answers as it was apparent that clerical and sub-professional changes had been included in the answers. A more truly definitive study is needed on this point.

Is there, in this maze, a pattern to hold up for a student's inspection? Here is a career with well-defined educational qualifications required, plus an almost unlimited variety of qualities that can prove useful, which may best be entered as an assistant, salary still \$1450-\$1800, where one may

continue from two to nine and even twenty-nine years, possibly advancing or moving to senior assistantships and then to first assistantships or to headships of smaller libraries, and, finally, in a few cases, to headships of large library departments with a possible maximum of \$8059, but more frequently a maximum between \$4000 and \$5000. The larger library usually pays the larger salary. Co-workers and chiefs are likely to remain with one in the department or library for considerable periods or years.

#### *How Recruit?*

There is more likelihood of classification and pay schedules in public than in academic libraries but more variation in vacations and holidays in the academic than in the public libraries. Finally, though this has little interest for the beginner, there will be a pension plan which will provide a basis for support upon retirement. Can these bare facts entice the recruit? Not alone; possibly alone, they repel. Fortunately or unfortunately they do not stand alone and as I read the few comments contributed in the inevitable space for comment on any questionnaire, catalogers still stand in dire need for the dispelling of the myth and attitude that they and their work are dry, dull, and demanding. Just now it is fashionable to lay many of the ills of the library profession at the door of the library school.

I am inclined to believe that we would find, as did the nurses, that the personal influence and enthusiasm of some member of the profession is the most deciding cause in the choice of a profession by a young beginner. It behooves us individually to avoid becoming "Cassandras" if we would attract competent assistants in adequate numbers to carry on the leadership and the profession.

## Engineering Libraries: Their Purpose and Organization

A TRUE evaluation of engineering libraries cannot be made without first considering the place of engineering in the modern world. To do this involves consideration of the branches of engineering, their functional breakdown and their relation to the basic sciences. The organization of an engineering library then logically must follow the organization of engineering into its various branches and functions.

Engineering is the professional and systematic application of science to the efficient utilization of natural resources to produce wealth.<sup>1</sup> Engineering, being not a science but rather an application of science, not only depends for its sustenance upon the basic laws of science, primarily those of physics, mathematics, and chemistry, but also finds itself in a highly competitive world intimately related to our economic life.

Herein lies one of the major differences between science and engineering. Engineering except in special cases, such as government work, must produce a profit. Although the fundamental laws on which all work is based are constant, modern design must always reflect an improvement over existing thoughts or equipment. The fact that engineering is so closely dependent upon our economic structure and that its motive is so predominantly for profit, greatly affects publications in the fields of engineering literature.

The conventional branches of engineering are probably best exemplified by the

departments existing in our large technical institutions which, teaching as they do the fundamentals of engineering, must carefully weigh the subject matter of their different technical fields. These fields are civil, mechanical, electrical, chemical, metallurgical, aeronautical, and such miscellaneous fields as naval architecture, fire protection, and safety.

In these engineering fields, each of which has become highly specialized, there are continually new developments which affect their literature. Civil engineering, the oldest branch, has progressed from the remarkable but essentially simple achievements such as the Sphinx and the Coliseum which utilized primarily simple relationships in geometry and statics, to the present highly mathematical plane which provides us today with structures such as the Empire State Building and Boulder Dam. The civil engineer today is no longer only a constructor but is an administrator as well. This modern civil engineering depends upon and is integrated with a host of new fields and techniques such as soil mechanics, welding, reinforced concrete structure, water, and sewage treatment.

Electrical engineering, developed within the past 100 years and having its conception in a very few empirical discoveries, is that branch of engineering which has used to the fullest extent the science of mathematics. The earliest developments consisted of experimental and theoretical design of equipment such as motors, generators, transmission lines, and circuit breakers.

<sup>1</sup> Hoover, Theodore J. *The Engineering Profession*. London, Oxford University Press, 1941, p. 10.

The discovery of the vacuum tube tremendously expanded the field. Intensive economic competition and, more recently, military requirements, have broadened electrical engineering into the fields of ultrahigh frequency, with radar as the main development and dielectric heating, industrial electronics all appearing and playing a part in electrical technology in the past ten years.

In addition to vertical organization by branches of engineering, there is also a useful and far-reaching subdivision by function. In each branch of engineering, there exists the general main divisions of professional research and development, sales, administration, and instruction. Engineering colleges only recently have taken cognizance of this functional breakdown. In many technological schools in addition to a fundamental four-year program, in mechanical engineering for example, a student now may elect certain options which best fit him for one of the above functional types of engineering.

In research and development, engineering most closely resembles its parent sciences by adapting the laws and resources of nature to utilitarian purposes. Workers in this field are interested in source material on basic fundamentals. Patent literature is one important source of information for this group.

The professional engineer as such forms the largest percentage in the number of practicing engineers, and is the backbone of engineering. The sales engineer is interested in accounting, human relations, business policy, economics, and management, and requires still different material for his special interests.

#### *Engineers and Libraries*

Engineering differs in no way from other professions in depending upon the printed

word for most of its learning, and engineers, like scholars, generally turn to libraries in order to extend their knowledge beyond their immediate experience. This is true in all the functions of engineering as well as in the branches and it is the purpose of the library to provide immediate access to published material with little delay and at moderate cost.

The teaching function of the library, which is now becoming more generally recognized, has on the whole been badly neglected in the past. Few engineering libraries offer more than a general lecture or, at the most, a series of lectures to entering freshmen. It is the unusual librarian who has been able to gain the support of his administration to conduct even one course in teaching the use of the library and its resources although the difficulty in using this specialized material may be acknowledged. It would be more effective if engineering school libraries were administered for active cooperation in the educational plan they serve, with a definite place in the engineering curriculum. Pressure from business concerns, aware of the graduates' inability to collect and locate wanted information for reports and investigations, is having some effect, and with more pressure from better-trained and equipped librarians to offer or require such courses, some provision may be more generally developed in the future.

The salient role of the engineering library is not only to prevent duplication of effort and to avoid waste of time, money, and energy on the part of those engaged in original investigations in technology but also to furnish the material needed by those practicing the functions of any of the branches of engineering. This information includes not only the background literature and the basic underlying principles but fully as important, the latest developments



as well. Adequate use of library facilities would do much to overcome two serious errors frequently made by scientists and technologists, duplication of work already described completely and the failure to appreciate investigations described almost verbatim in the literature. Too often there has been the failure to uncover many investigations published in rather obscure form because of incomplete or inadequate searching of the literature. The library also furnishes the means of locating the information if it is to be found in print elsewhere than in the immediate collection being used.

#### *Employer Must Approve Publication*

Much of the research done by a private individual is not written for publication. There is no reason for an engineer to rush into print with the latest invention or design except for advertising purposes and then only the final result is discussed and not the method of accomplishing it. Much of the criticism for this lack of publication is not justified. An article written by an employee of any of our big, modern engineering companies, such as DuPont or General Electric must be approved by their engineering, publicity, and legal departments before it can be put into print. The question "who are the writers of engineering publications" may well be expressed in the differences in their type of employment, that is, by universities, public utilities, municipal, or private companies; the employees who are furthest removed from private gain are those who write most freely.

This is one reason why so many new engineering achievements are presented to the world as accomplished facts with no advance publications of new principles involved. This policy holds true in times of peace as well as war. The general public is not aware of the fact that this is so but engineering corporations have long since

given up hope of finding information in a library as to what their competitors are doing and planning. Only the engineering librarian realizes intensely that the situation exists when he gets repeated requests for information wherein the inquirer insists that he knows that the work is in progress and cannot understand why it is not available in print in the library.

Engineering libraries may be of various types but all are primarily departmental in that they serve a highly specialized field of interest. There are independent technological institutions supported by private, state, or federal funds, separate colleges attached to large universities, departments of public libraries and also private corporations and businesses all of which maintain libraries of this specialized character. These libraries offer a wide range in size and purpose, from such as John Crerar in Chicago, Massachusetts Institute of Technology in Cambridge, and the Engineering Societies' Library in New York whose collections contain hundreds of thousands of volumes and are administered by large well-trained professional staffs, to collections of a few handbooks, texts, and current issues of professional publications for quick reference use in the office of a practicing engineer or professor and cared for by a secretary.

#### *Engineering Literature Important*

Little attention has been given to the library needs of the engineer in the past and provision for engineers in even the largest universities and public libraries has been below the level maintained for other departments. In fact, the development of engineering libraries as such has been a phenomenon almost entirely of the twentieth century. However, as engineering has become more of a science and less of an art, its literature has also become more important. Scientific literature today has at-

tained great proportions and its volume increases at a faster rate than it can be readily digested and efficiently utilized. This has resulted in a recognition of the fact that only through libraries can the adequate record of engineering progress be kept and engineers keep in complete touch with professional developments. Since the proper use of a technical library presupposes a knowledge of its facilities, familiarity with library research procedures, and an appreciation of the scope and character of the literature of each subject field, it is unfortunate that the average user of library facilities when left to his own resources has little conception of how to use the library aids which are at his disposal.

In a survey sponsored by the Carnegie Corporation,<sup>2</sup> the libraries of thirty technological institutes of various types were found to be on the whole neglected, having unsatisfactory quarters (few have separate buildings as such), crowded shelves, and insufficient space for readers and staff. The budgets for books and periodicals were small, and with staffs much too limited to handle adequately the heavy burden of routine work with a resultant confusion in the records due to a lack of trained supervision and adequate central control. In many cases departmentalism in similar libraries attached to the larger universities has been pushed so far that there is no central library worthy of the name. Librarians of technological institutions are generally above the average in ability and alertness and certainly are hard working. Even larger and stronger institutions usually have small budgets for the purchase of books and periodicals and a comparison of expenditures shows that liberal arts colleges spent 1.97 per cent of their total institutional expenditures for the purchase of books and periodicals,

universities 1.4 per cent, teachers colleges 1.34 per cent, and technological colleges .785 per cent.<sup>3</sup> Another recent survey of eighteen engineering school libraries in the middle Atlantic states<sup>4</sup> shows a similar percentage for library expenditures with evidence that as a rule, books and periodicals rather than salaries received the bulk of these limited budgets.

#### *Periodical Sources Important*

Standard textbooks and important periodicals are the basic sources of any collection in providing a complete, sure and up-to-date source of knowledge of the status of engineering and related science. However, engineering libraries find that while books form the background of what has been accomplished, since they present in permanent form generally accepted theories and facts which often have appeared in periodical publications at an earlier date, in the fields of active development such as science and technology, periodicals which provide the most important sources of current information, have pushed the book into the background. The result is that the strength of such a library is more effectively measured by its periodical content than by the size of its book collection, and the kind and number of current subscriptions to current periodicals is of more importance than the inclusion of complete sets of only a few titles.

Books in a technical library have become of secondary interest, not only because of the time elements necessary for writing, publishing, and distributing they necessarily lag behind current knowledge, but also because with the exception of a comparatively few classics, their use is chiefly for instruction and for quick reference. In

<sup>2</sup> A.L.A. Bulletin February 1941, p. 97.

<sup>3</sup> Barcus, Thomas R. "The Carnegie Study of the Libraries of Technological Colleges." *Journal of Engineering Education*, v. 32, 1942, p. 424-33.

<sup>4</sup> O'Farrell, John B. "The Mechanical Engineering Library Collection; A Survey and Appraisal," (Unpublished paper given at A.L.A. Midwinter meeting, Chicago, December 1946.)

the past, books in engineering fields have been little more than texts of a limited appeal providing elementary fundamentals and description. Few engineering books are read through from beginning to end and they are used chiefly as sources of information on specific subjects. For this reason most technical books are equipped with well-worked-out indexes, and it logically follows that to make the most effective use of these books it is necessary to provide not only more, but more specific subject entries in the card catalog to make their contents readily available.

Recently a new and better tendency in technical writing and publishing has developed as the profession as a whole has become aware that its activities rest upon scientific foundations and depend upon related fields for their development, and the improvement and durability of engineering literature is the result.

We constantly hear that our scientific and technical books lose their value more quickly than the average publications and certainly the need is almost always for the latest material, the older material being not only out-of-date but often is technically wrong. Obsolescence in technical material is therefore very high, and five years of useful life is probably a fair estimate of the value of the average book. New editions of a title are also more prevalent and the eight editions of Johnson's *Materials of Construction* in forty-two years (1898-1939) is not an exception.

#### *Aids to Check Buying*

Quality rather than quantity would seem to be the best plan for the development of the collections in these libraries attempting to secure the best and latest books and periodicals. Since "best" and "largest" are not synonymous, the goal might well be to have every item needed for the purpose

of the specific collection and not a single item which cannot be justified by use. New technical and scientific books are usually bought immediately upon the publishers' announcements without a critical examination as to whether or not the material adds to information already available or whether the book is adequate and reliable in its information rather than waiting for the regular reviews which so often appear only months later. Thus the usual book selection aids, such as *Publishers' Weekly*, *Cumulative Book Index*, *Technical Book Reviews*, *New Technical Books*, *Bibliography of Scientific and Industrial Reports* become checks rather than guides for buying. Such technical journals as *Science* and *Mechanical Engineering* carry information about new books in some form or other, but very few of them have any consistent or adequate program for providing this important information and complete bibliographical information is often lacking. The annual output of new American technical books varies between 300 and 500 new titles, with over 100 new or revised editions.

For these two reasons, the high obsolescence rate and the means used for selection, discarding from the collection becomes as important as acquiring in order to maintain not only adequate but useful book collections. There is not only the problem of providing the latest material but also that of keeping only the correct information since this literature is chiefly factual and descriptive rather than critical.

The staffs of these engineering libraries have almost always been well under the average to be found in other libraries in size, training, and salaries. This is due not only to lack of interest on the part of administrators and faculty but also to the fact that the professional engineer has never been attracted by the lower salaries offered to librarians. Only three librarians of

the 134 accredited engineering schools are known to have engineering degrees, and many do not have library degrees. This condition is believed to be even more prevalent in the library staffs maintained by private industries. It has generally been felt by the administrators that it is more satisfactory to teach a librarian the needs of the engineers than to attempt to teach an engineer how to operate a library. With the recent promotion of engineering libraries and the development of research, the staff personnel has been improved and increased generally although much remains to be done. Older, more inbred institutions are slower and more reluctant to change and to admit the need of providing better libraries but with more and newer appointments being made from graduates of other institutions, even these institutions are feeling the need to develop their libraries in order to provide their faculties with facilities for continued research and study and the students with the material for preparation in writing reports and reading outside of textbooks.

#### *Organized Societies*

Much has been done in the past five years to improve not only the status of these libraries but their collections, service, and staffs as well. In 1940 engineering school

librarians organized sections within the American Library Association and the American Society for Engineering Education to promote not only a better recognition of their purposes and needs but also to the necessity of supplying this library service to engineers. The American Library Association group had the special purpose:

to strive to promote library service and librarianship in engineering schools, encourage mutual cooperation with other organizations in the field of engineering education, and carry out a program of activities designed to advance the standards of library service in engineering schools.<sup>5</sup>

The section of the American Society for Engineering Education aims more toward a better coordination of the library within the curriculum, the development of the teaching function of the library by more or less formal instruction in the use of the library facilities, and the promotion of the librarian as a faculty member. A similar group within the Special Libraries Association constitutes the largest section numerically but its membership has more of an industrial background and is interested in the exchange of ideas and materials and techniques rather than the broader principles of development.

<sup>5</sup> "Constitution, Engineering School Libraries Section," Association of College and Reference Libraries.

### **Progress Report of the Junior College Section, A.C.R.L.**

Edited by Mary Harrison Clay, section chairman, a mimeographed "Progress Report" of the Junior College Section of A.C.R.L. was issued last August. In addition to a statement by Miss Clay concerning the year's activities and future prospects for development, there are also reports from the various regional chairmen: New England, by Kathryn E. Parke; Pacific Northwest, by Helen Ruth Montague; California, by Elizabeth Neal; North Central States, by Alice Elizabeth Golden; Middle States, sent through Dorothy Hill Staples; and Southern Association, by Lola Rivers Thompson.

The report as a whole reveals the great variety of problems in the junior college libraries of the country. The report should be of much value to junior college librarians as well as to the future officers of the junior college section.



# Minutes of the Business Meeting, A.C.R.L., San Francisco, July 3, 1947

THE meeting was called to order at two-thirty P.M., President E. W. McDiarmid presiding.

PRESIDENT MCDIARMID: Ladies and gentlemen, this is the annual business meeting of the Association of College and Reference Libraries, and though we have no long agenda or docket there are a few items that we must act upon in order to carry on as we would like next year. The first item deals with a problem in the committee that has been at work for the association for the past year or more, which the Board of Directors at its meeting yesterday decided to alter somewhat in its scope and nature. I refer to the Committee on the Study of Relations with A.L.A. and a subcommittee of that group on policies and programs for A.C.R.L., and N. Orwin Rush, our Executive Secretary, will read the action which is recommended to you by the board of directors.

MR. RUSH: The Board of Directors recommends that the Committee on Relations with the A.L.A. be thanked for their services performed, that the committee be discharged, and that its functions be transferred to the Board of Directors.

[The motion to adopt the recommendation was made, seconded, put to a vote, and carried.]

PRESIDENT MCDIARMID: A second matter relates to the program for next year as presented in the inaugural address of President-Elect William Hugh Carlson. Again the Board of Directors has considered this proposal and comes to you with a specific recommendation for action. Mr. Rush, will you report that action?

MR. RUSH: The Board of Directors recommends that four special committees be created as proposed by President-Elect William Hugh Carlson. These committees are to be:

a. A committee on membership in the Association of College and Reference Libraries

b. A committee on recruiting the type of librarian needed in the college, university, and reference fields

c. A committee to consider the educational preparation and qualifications needed by college and university librarians; to promote development of these qualifications through in-service training; and to work closely with the library schools to assist them in transmitting to their students the needed qualifications.

d. A committee to consider the financial needs of our association and to suggest a program for their realization.

PRESIDENT MCDIARMID: You heard the recommendation of the Board of Directors for the creation of these four committees which automatically carries with it the authority to appoint the members of the committee by the president of A.C.R.L. What is your wish with respect to this recommendation?

[The motion to adopt the recommendation was made, seconded, put to a vote, and carried.]

PRESIDENT MCDIARMID: Next I should like to call for the report of the Constitution Committee, with the preface that there are two matters involved here; one, the second approval of amendments to the Constitution voted at the Chicago meeting last December and which are occasioned by the establishment of the office of the Executive Secretary and the transfer of the office of secretary to the Executive Secretary; two, a new proposal for amendment to the By-Laws to change our committee year somewhat. Raynard C. Swank, chairman of the Constitution Committee, will report these recommendations.

MR. SWANK: I shall first read Article 10 in our Constitution regarding amendments to the Constitution.

This Constitution may be amended by a two-thirds vote of members present at any general session of two successive annual conferences not less than four months apart upon a written recommendation of the Committee on Constitution and By-Laws appointed by the president, provided that notice of the proposed amendment is published in the official publication of the association not less than one month before final consideration.

I am going to read now a set of proposed amendments to the Constitution which were passed for the first time by the association at its general session at Buffalo last June or at its Chicago meeting on December 29, the latter being a continuation of the Buffalo meeting. These amendments were published in the April 1947 issue of *College and Research Libraries*.

[Mr. Swank read the first proposed amendment.]

#### *Article IV. Membership*

Sec. 3. Life Memberships. Contributors to life membership in the A.L.A. whether before or after July 1, 1940, may be received as life members in the A.C.R.L. by complying with conditions as provided in the By-Laws.

PRESIDENT McDIARMID: You heard the proposed amendment. What is your wish?

MR. POWELL: May I ask what income if any does the division derive from life members?

CHARLES V. PARK [Mt. Pleasant, Mich.]: Mr. chairman, I think I can answer that. I am not personally sure, but I think the A.L.A. Constitution provides that we will be assigned two dollars per year for life members who elect our section.

PRESIDENT McDIARMID: The answer given by Mr. Park is that it is his understanding the A.L.A. Constitution provides the allotment of two dollars to the division per year for those who elect membership in A.C.R.L.

The one exception to that that I know of is the early life memberships which have been carried on and were established under the old annuity rates where no allotment to the division was to be made and the divisions were asked to accept those members without allotment.

MR. POWELL: That is the reason I asked the question. I thought that was true.

[The motion to adopt the amendment was made, seconded, put to a vote, and carried. Mr. Swank read the second amendment.]

#### *Article V. Officers*

Sec. 1. Officers and Duties. The officers of the association shall be a president, a vice president, [a] *an executive secretary*, and a treasurer, who shall perform the duties usually attached to these offices.

PRESIDENT McDIARMID: This is the second

approval of this amendment and changes the position from secretary to Executive Secretary. May I have a motion for adoption?

[The motion to adopt the amendment was made, seconded, put to a vote, and carried.]

MR. SWANK: The next item relates to the term of the office of the Executive Secretary.

#### *Article V. Officers*

Sec. 2. Terms. The president and the vice president shall be elected from the membership of the association and shall serve for one year or until their successors are elected and qualified. *The executive secretary shall be chosen by the board of directors and shall hold office at its pleasure.* [The secretary and] the treasurer shall be elected from the membership of the association and shall serve for three years, or until [their successors are] *his successor* is elected and qualified

[The motion to adopt the amendment was made, seconded, put to a vote, and carried.]

MR. SWANK: Next with respect to the Board of Directors, it is proposed that the Constitution be amended.

#### *Article VI. Board of Directors*

Sec. 2. Members. The board shall consist of the president, vice president, retiring president, [secretary] treasurer, three directors-at-large, the directors elected by the sections, and the association representatives on the American Library Association Council who are serving the last year of their terms. *The executive secretary and the chief officer (or, in his absence, the vice chief officer, or the retiring chief officer, in this order) of each section [is an ex officio member] are ex officio members* without vote.

[The motion to adopt the amendment was made, seconded, put to a vote, and carried.]

[Mr. Swank read the fifth proposed amendment.]

#### *Article IX. By-Laws*

Sec. 1. Adoption, Suspension, and Amendments. By-laws may be adopted, suspended, and amended [by a majority vote of the members of the association present at any general session of any annual conference, upon a written recommendation of the Committee on Constitution and By-Laws appointed by the president], *upon a written recommendation of the Committee on Constitution and By-Laws appointed by the president and by a majority vote of the members of the association attending any general session of any annual conference or casting ballots in a vote by mail.*

[The motion to adopt the amendment was made, seconded, put to a vote, and carried.]

MR. SWANK: That takes care of the Constitution. The Committee on Constitution and By-Laws now recommends that Article 4 Section 2 of the By-Laws of the Association be amended to read as follows:

#### *Article IV. Committees*

Sec. 2. Appointment of Committee Members. Committee members shall be appointed by the president unless it is otherwise provided in the action authorizing the committee or in the Constitution and By-Laws. The vice president (president-elect) shall appoint committee members selected in advance to serve during the term of his presidency.

PRESIDENT McDIARMID: I should like to add a word in explanation of this. I found last year that the president was expected to appoint committees and had no authority to do so until the conclusion of the annual conference. Therefore the selection and appointment of committee members went on following the Buffalo meeting and was not really under way until late in the fall. It seemed to me it would be a tremendous advantage to us in our committee work if the authority for the appointment of committees for the coming year was vested in the vice president (the president-elect), so that those members could be designated in advance and begin to meet during the annual conference. This new provision would change that and make it a regular and standard feature of the Constitution and By-Laws and requires only the action of the annual meeting for this adoption.

[The motion to adopt the amendment was made, seconded, put to a vote, and carried.]

PRESIDENT McDIARMID: I should like next to introduce Dr. Charles W. David, executive secretary of the Association of Research Libraries, who has kindly agreed to present a matter which is of concern to that association as well as to the A.C.R.L., and which he has kindly agreed to explain to us.

DR. DAVID: Yesterday there came to my attention for the first time a bibliographical instrument which is quite unique and it seemed to me, on hasty examination, to be highly important. It was drawn to my attention because it was threatened with financial difficulty and I have undertaken during

the last twenty-four hours to see whether I can bring any influence to bear to help out.

The publication in question is entitled *Polibiblon, Polibibliografia, Argentina, Espanol, Americana*. That is to say, it is an attempt to add a complete current bibliography of all publications of Argentina and of the other South American Spanish-speaking republics and of Spain. It does not, unfortunately it seems to me, include Portugal or Brazil. It is definitely a Spanish language enterprise. It first appeared at the beginning of April, as I recall it, and the attempt was to bring out two pamphlets like this a month on the first and the fifteenth of every month, and so far five have appeared, the last one being for June 1. It is promoted and edited by Argentineans who have been educated in the library school of Columbia University, and I gained the impression from talking with Senor Penna, who is the technical editor, and Senor Cortazar, who is one of his assistants, that they are competent and enterprising and are prepared to do a good job. It is published in Buenos Aires, and subscriptions are here recorded as \$7 a year. At the end of each year they propose to accumulate the issues—I think there are twenty-three—so as to give you an annual volume which is also included in this subscription.

I understand they went ahead without any advertising and without any organized financial support from a foundation or from the government or anything of that kind, and now they are finding that with rising printing costs the enterprise has proved more expensive to garner and prepare for publication than they had anticipated. Though they are prepared to work out of all proportion, they are librarians with jobs and are carrying this as a side issue.

They are still in financial difficulty and something is needed to rescue them and keep this going. Now, several things are proposed. First, I believe it is their intention to issue monthly instead of twice monthly, and secondly, they are advancing the subscription rate from \$7 a year to \$10. They say it costs \$1,500 a month to maintain it or \$18,000 a year. A \$10 annual subscription rate does not seem to be excessive. Yet, at first blush, \$18,000 a year for an enterprise of this magnitude seems to me high.

I have talked to some of the subscribers

who have had experience with it. The Librarian of Congress subscribes to four copies and he is giving good reports of it. David A. Jonah, acting librarian, Brown University, said that he knew it and thought it a good job. Therefore, I am under the impression, after a hasty examination, that it is an enterprise worthy of our support, something that we ought to try to keep going because it is precisely the kind of a bibliographical instrument that we have been calling for for a number of years, and UNESCO, as you know, is calling for this kind of an instrument from each of the nations of the world.

I have some suggestions to make. I think it would be admirable if you would place subscriptions. They should, I think, be addressed directly to Senor Carlos Victor Penna, technical director, *Polibiblon*, Avenida de Mayo 847, Buenos Aires. Also, I thought it would be well if I circularized the whole membership of the Association of Research Libraries. I leave it to your officers to consider whether I might well circularize the whole membership of the Association of College and Reference Libraries, but in any case, A.R.L. at its meeting last night proposed that there should be appointed a joint committee of A.R.L. and A.C.R.L. to study this whole matter and do what it could to help. I have accordingly had a conference with Mr. McDiarmid and we have agreed upon the appointment of such a joint committee, and so far as A.R.L.'s part in the bargain is concerned it will be put underway with great promptitude.

PRESIDENT McDIARMID: As one librarian who actually has had experience with this for several months, I can say with full confidence that it is eminently useful and valuable, and I hope that those of you who are concerned will take this to heart and will pass it on to others. Of course, it is the sort of thing that one doesn't hear of in the pages of *Wilson Library Bulletin*, *A.L.A. Bulletin*, and so on, but I am sure that given adequate publicity there will be enough subscriptions to make a material difference in the success of this venture.

MR. THOMPSON: I would like to inquire into one point of the inclusiveness of the *Polibiblon*. It is an excellent piece of work. However, it does not include all current publications in Spanish-speaking countries. The

issues I have looked at, and so far I have seen two issues, make the statement that it includes all current Argentine publications and such other publications of Spanish-speaking countries that may come into the Argentinean trade. I have been able to compare it with certain other publications, notably in Porto Rico and Mexico, and it does not include everything that is current. So it is not an exhaustive bibliography of current Spanish and South American books. That would be a tremendous test, of course, and probably beyond the powers of these men who are working very hard on this publication at present. But the point should be clarified.

DR. DAVID: In conversation with these two gentlemen, I gained the impression that when they said "complete" that was a matter of ambition, perhaps, rather than of fact. I am sure it is their intention, but as I find, unhappily, in the case of some of my South American friends, they do not always accomplish their full program, but I think North Americans also have their complications too.

MR. McNEIL: It seems to me Argentine would be the logical place for something like that to be done, in view of the fact that they take the majority of all books published in South America. As they are the largest publishing nation in South America, I think they should undertake such a work.

DR. DAVID: I am being fragmentary about this, but there is one other fact they reported to me in conversation that I should pass along. They talked about the possibility of finding some South American subsidy which in such a country as Argentine one would normally seek from the government. But they expressed the view that if they did that and were successful, then the government would control it and it would be spoiled. They expressed a strong ambition to maintain it as a private enterprise and avoid the rescue through government channels, and indicated they were not wholly happy about the government in Argentine and wished to be clear of it.

PRESIDENT McDIARMID: One of the great advantages of being an officer of this association this year has been the chance of working with the new Executive Secretary. It has made a tremendous difference in the few months that he has occupied that post and



I know how much difference it will make in the future. It is my pleasure to present to you—most of you know him already—N. Orwin Rush, Executive Secretary of the A.C.R.L.

MR. RUSH: I appreciate very deeply the confidence the board has shown in selecting me for the position of Executive Secretary. I am sure that with the constant aid of the board and the interest of all members of the association we will go forward. There has been some question in my mind as to what program I should put forth or outline, but I think that has been well taken care of by the splendid program which our president-elect, Mr. Carlson, presented yesterday. Naturally there are many obvious things which an executive secretary of any association should attempt to do, but there is always that question of just what road we should travel first. That, I believe, has been pretty much settled for my work for next year—get behind President-Elect Carlson's program. Nevertheless, I want to hear from all of you at any time regarding any matter that might be of interest to A.C.R.L. members. I hope that all sections will keep in touch with me, and I intend to keep in touch with them as much as possible. Write me at any time. I would also appreciate having you send me any printed materials or what-not that your division, section, or library might issue. Use my office as a general clearing house, you might say.

PRESIDENT McDIARMID: I should like to next introduce the officers elected by mail ballot recently, and who assume their new duties at the conclusion of this session.

The first, your A.L.A. Councilors, of which this year we have elected two:

Foster E. Mohrhardt, former chief of the Bibliography and Reference Division of Department of Commerce, Office of Technical Services, and next year to be on the faculty of Columbia University. Mr. Mohrhardt could not attend the conference this time.

The second elected representative: Arthur M. McAnally, librarian of the University of New Mexico.

Your new treasurer is: Robert W. Orr, librarian of Iowa State College, who also unfortunately was unable to attend this conference.

We have just this afternoon abolished—I should say not abolished but transferred, the office of secretary and the duties of that position to the Executive Secretary. Charles V. Park was elected by mail ballot to the position of secretary which now ceases to exist, but the Board of Directors at their meeting Monday appointed Mr. Park to membership on the board to fill the vacancy that has occurred. So we will have Mr. Park's counsel and valuable help for at least another year, even though we have abolished the position to which he was elected.

You all know Mr. Park, but I would like for him to stand.

The new director-at-large, selected as a representative of the membership as a whole is: Anne M. Smith, Reference Department, University of British Columbia, Vancouver.

Your new vice president and president-elect is a man who has long served as an officer of A.C.R.L. I believe I am right in saying that he was the association's first secretary, Benjamin E. Powell, librarian, Duke University.

And finally, automatically succeeding to the presidency, William Hugh Carlson, director, College Libraries, Oregon State System of Higher Education, who wants to have some time with you this afternoon.

MR. CARLSON: It has been observed this afternoon that North American librarians lay out programs for themselves which they do not quite manage to swing or carry through to their completeness. But we have laid out a program for next year for special committees, and I ask your help very sincerely in the appointment of these committees. As soon as I get back to Corvallis, I intend to contact the various officers, section heads, and directors of the association, asking them for recommendations for membership on these committees. I am quite concerned that the committees be representative committees. I do not want them filled up entirely with just college and reference librarians which are the group of our members whom I know the best. I would like to have junior college librarians and reference librarians from the public libraries who hold membership in our organization. So I invite all of you now to give me names of people whom you think and whom you know would take a committee assignment seriously and work hard at it during this next year.

I particularly want to get as many good, young people on these committees as possible. I would be very happy to get some young people who never had a committee assignment before of any kind. We could get them on a committee where they would have an opportunity to cut their teeth on a really significant piece of work. So I invite your suggestions. I invite you to ask your friends to make suggestions, and I ask the help of all of you for this.

**PRESIDENT MCDIARMID:** It has been customary in A.C.R.L. for the retiring president to present a brief report. I see so many members of the Board of Directors sitting here who know all of this that I hesitate to go over it again. I may say that if any of you have other engagements or wish to walk out, you are welcome to do so. I intend to take only a few minutes because there are only a few things that I would like you to know about.

One of our principal concerns during the past few years (year-and-a-half, to be exact) has been the study of our relations with A.L.A. A committee under the chairmanship of Charles Harvey Brown and later under Andrew D. Osborn of Harvard has, I think, done an excellent job in focusing our attention on several issues which badly needed solution. One of them has been settled I think to everyone's complete satisfaction. We have now established and budgeted from funds of A.L.A. the office of Executive Secretary which Mr. Rush now fills.

But it seems to me the second achievement of that group has been a careful consideration, in terms of our present problems and needs, of the program and principles of A.C.R.L. elaborating on the excellent report of the committee under Carl M. White which in 1940-41 arrived at a statement of policies for A.C.R.L. I hope that you will all examine it and see it as one of our guideposts for action next year and in the years to come.

The office of Executive Secretary has been established. There have been most cordial and friendly relations with all divisions of A.L.A. and particularly the Headquarter's staff. Mr. Rush has gotten acquainted with our own unit's sections, committees, etc., and next year will be able to devote more and more of his time and energy to assisting

the various groups of A.C.R.L. in carrying on their activities for the year.

*College and Research Libraries* always occupies a large share of our interest and attention. Next year the Board of Directors has budgeted for this publication four ninety-six page issues. We have had frequently in the past few years special issues because good material had accumulated and it seemed so long to wait for publication. Next year we are going to budget a sum to take care of four ninety-six page issues, which will give us a standard size and more space for important articles and discussions of matters of interest to members of A.C.R.L.

I should like to remind you—many of you do not yet know of it, but you will soon after you return—of the special issue of *College and Research Libraries* published in July in commemoration of the retirement of Charles Harvey Brown, now associate librarian emeritus of Iowa State College Library. An issue of essays in honor of Mr. Brown has been collected by a committee of this association and I think a very fine volume and a very fine tribute to Mr. Brown will be off the press in July.

A word about the budget. We are undertaking an expanded program next year. We are budgeting for the first time more money than we actually expect to receive during the next year, unless (and there is a very good possibility) our income goes up as it might well do. We have accumulated from many years back a surplus of funds which has not been spent and, therefore, reverted to the general treasury; so that we are in good financial condition and next year seems to be an excellent time to give a little push along the lines of Mr. Carlson's proposals to really strengthen A.C.R.L. We have improved the organization and structure of the association, some of it by final action today. The appointment of committees now comes more in line with the year in which those groups will be working and will enable them to make better progress than in the past.

We have changed our fiscal year to coincide with the elective year. When I came into office last year I operated for six months under a budget that had been approved a year previous. Now we have a budget year which begins in September and which enables the officers of the association to carry on a

program and budget within their year and not have to depend upon the budget of the previous year.

Our committees have been active, and though we have no specific reports today from any except the Committee on Constitution and By-Laws, you will soon see direct evidence of that.

The Publications Committee has considered various publication proposals—some of them have been before A.C.R.L. for some time and some are new—and expects to have recommendations for the association during the coming year.

The Committee on Budgets, Compensations, Schemes of Service has been working hard. I have seen the first draft of a new score card for institutions of higher education, colleges, and universities. I believe it is the only one now finally completed. We, as you know, have had the classification and pay plans, but have not had those adjusted to recent conditions so that we could compare our own standing with others. A tentative draft has now been made and after revision and criticism will be ready for submission to the association, and, of course, through the proper channels of A.L.A.

Statistics is a matter of vital concern to all of us. We have negotiated with the U. S. Office of Education in order that their statistics collection may serve the needs of college and university libraries. It appears very likely that next year and the year following that may well be true. We did, however, appoint a special committee on statistics this year which handled the regu-

lar forms that you have filled out for many years, the results of which will be in the July issue of *College and Research Libraries*, so we have at least eliminated one of the years for which there would have been a gap.

I should like to say that the work of this committee has been entirely on a voluntary basis. It has been time-consuming, and I think we owe a great tribute to those persons who participated in it. G. Flint Purdy was in charge of the statistics for institutions that A.L.A. listed as Group I, that is, university and large college libraries; Eileen Thornton, librarian, Vassar College, for the college statistics; and Lawrence Sidney Thompson, librarian, Western Michigan College of Education, is in charge of the teacher-training and normal college statistics.

I think that the greatest hope for the association lies in the leadership which you have selected and which I can testify from my past year of experience is a very devoted and experienced one.

It has been a pleasure to work with this Board of Directors and I know that Mr. Carlson will have the same sympathetic cooperation and support that I have had as well from all of you.

That concludes our business meeting, unless there are matters that you would like to present to the association. If not a motion to adjourn is in order.

[The motion to adjourn was made, seconded, put to a vote, and carried. The meeting was then adjourned.]

## Recruiting for the Library Profession

A conference on recruiting for the library profession, held at A.L.A. Headquarters Nov. 22-23, 1947, resulted in a recommended program of nation-wide and profession-wide scope. The Board of Education for Librarianship, as the A.L.A. group officially responsible for recruiting, called the conference in response to a need which is affecting every type of library and of library work. Convinced that recruiting is a responsibility of every librarian, library and library organization, the board invited representatives of seventeen library groups which have made recruiting a major activity in their current programs. The report is published in full in the January 1948 issue of the *A.L.A. Bulletin*.

C. Lawrence Lynn, Wright Junior College, Chicago, and Lawrence S. Thompson, Western Michigan College of Education, Kalamazoo, represented A.C.R.L. at the meeting.

# Brief of Minutes, Meetings of Board of Directors, A.C.R.L., San Francisco

*Meeting of Monday, June 30, 1947,  
9:30 A.M.*

President McDiarmid called the meeting to order stating that his plan was to take up most of the "minor business items" at this meeting, and at the board meeting on Wednesday morning take up "plans for the future."

Mr. McDiarmid read a communication from Mr. Milam regarding a proposal for a four-year plan in which all divisions of the A.L.A. were invited to participate. The letter was read so that the board members could be thinking about the plan and bring in suggestions at the Wednesday morning board meeting.

President McDiarmid read the names of the newly elected officers. Mr. Park was appointed to fill the position on the board left vacant by Mr. Powell's election as vice president. The appointment was for one year.

As provided for in the By-Laws of the Constitution of the A.L.A., because of our increased membership this year we were allowed an additional Councilor. Since the spring ballot allowed for the election of only two Councilors to replace Florence M. Gifford and Grace van Wormer, whose terms expired this year, Eleanor W. Welch was appointed to serve as a Councilor for one year.

Mr. McDiarmid asked that all papers presented before the various sections be given either to the Executive Secretary or the editor of *College and Research Libraries* for possible publishing in that journal.

A communication from J. M. Hutzel, assistant administrative secretary of the American Association for the Advancement of Science was read, inviting the A.L.A. or any of its divisions to hold meetings at the same time or in joint session with their centenary celebration to be held in New York City between Dec. 26-31, 1948. It was decided not to accept their invitation, but it was suggested that the Executive Secretary keep in mind the possibility of meeting with learned

societies when their meetings are held in Chicago.

Final action was taken on the proposed amendment to Article IV, Section 2. The committee of the By-Laws originally presented this to the board in June 1946. It was voted to amend this section to read:

Sec. 2. Appointment of Committee Members. Committee members shall be appointed by the vice president (president-elect) unless it is otherwise provided in the action authorizing the committee, or in the Constitution and By-Laws.

The time and other considerations regarding the meetings of A.C.R.L. were discussed. It was agreed to continue pretty much as usual for the present.

It was voted to apply for a constituent membership with the American Council on Education.

The board approved the ordering of reprints of the special Charles Harvey Brown issue of *College and Research Libraries* to cost between thirty dollars (\$30) and fifty dollars (\$50).

It was voted to recommend to the A.L.A. Executive Board that the institutional part of the contributing annuity contract with the Teachers Insurance and Annuity Association of America for the A.C.R.L. Executive Secretary be disbursed by the A.L.A. It was further voted that providing the A.L.A. Executive Board did not approve of this action, the A.C.R.L. treasurer be instructed to pay the annuity out of the association's treasury. The institutional part of the contributing contract amounts to 5 per cent of the salary.

President McDiarmid announced that the A.L.A. Executive Board had recently agreed to carry advertising in the *A.L.A. Bulletin*, and suggested that this might be one means of defraying some of the increased costs of publishing *College and Research Libraries*. It was voted to approve in principle the carrying of paid advertisements in *College and Research Libraries* with a committee consisting of the editor, Executive Secretary, and Mr.



Carlson to look into the matter. This committee was given power to act as they saw fit.

*Meeting of Wednesday, July 2, 1947,  
10:30 A.M.*

The Board of Directors of A.C.R.L. met in the San Francisco Public Library with President McDiarmid presiding.

It was voted to recommend to the association at its business meeting on Thursday, July 3, 1947, that the Committee on Relations with A.L.A. be thanked for its services performed, and that the committee be discharged, the functions of the committee to be transferred to the Board of Directors and its committees.

It was voted to authorize President-Elect Carlson to confer with the subcommittee on relations with A.L.A. as to their continuance or discontinuance. After such consultation Mr. Carlson was to consider the possibility of a new committee on the aims and policies of A.C.R.L.

The A.C.R.L. budget for 1947-48, as drawn up by President-Elect Carlson and

N. O. Rush, was discussed. Because of our inability to understand clearly Mr. Dooley's figures regarding his recommendations for the annual subvention for *College and Research Libraries*, it was agreed to defer decision on the budget until the board could meet with Mr. Dooley.

It was agreed to support the A.L.A.'s 75th Anniversary—Four Year Program by paying special attention to recruitment and increasing A.C.R.L.'s membership by at least 1200 members.

The board voted to recommend to the association the establishment of four special committees as proposed by President-Elect Carlson in his inaugural address.

The Executive Secretary was given five minutes to discuss with the board the duties of his office.

*Meeting of Thursday, July 3, 1947, 2:00 P.M.*

The board met a few minutes before the annual business meeting of the association to hear Mr. Dooley's explanation of certain items of the budget. Budget for the year approved.

## Now Let Us Score!

Appeal is made to college and reference librarians in support of the federal Public Library Service Demonstration Bill (S.48 and H.R. 2465). The bill, sponsored by the A.L.A. and each of the state library associations, progresses well in Congress. The support of college and reference librarians can be decisive. Briefly, the bill provides an initial uncontrolled federal grant of \$25,000 to each state library for a five-year demonstration of good public library service in some area chosen by the state library, to show remaining parts of each state effective service at low cost. Additional provision is also made for uncontrolled matching federal grants to each state up to \$75,000. All appropriations would be made annually for five years.

The bill is particularly important to college and research librarians as an educational project. At least one half of the users of the scholarly libraries come from and later increasingly return to the use of public li-

braries. The Public Library Service Demonstration Bill, in seeking to reach the large unreserved area of the nation, promises partially to complete the American library picture and, indirectly, to stimulate morale as well as to promote the work of all libraries.

Specifically, college and reference librarians can aid by getting copies of the bill and consulting public librarians about it; then by editorials, interviews, and letters, request trustees, administrators, faculty, students, alumni, and friends to ask U.S. senators and representatives to enact the bill. Since it will soon receive a vote in both Houses of Congress, immediate and sustained action is necessary until the bill is passed. Each librarian will be amazed at his influence in thus aiding to develop a reading nation. We are at the goal; NOW LET US SCORE!

JOHN H. KNICKERBOCKER, *Librarian,  
Gettysburg (Pa.) College  
A.L.A. Federal Relations Committee*

# Constitution and By-Laws of the Association of College and Reference Libraries

(Revised to July 1947)

## CONSTITUTION

### *Article I. Name*

Sec. 1. The name of this organization shall be the Association of College and Reference Libraries, a division of the American Library Association. (The word "college" is understood to include college and university. The term "reference libraries" is used to include such libraries as the Library of Congress, the John Crerar Library, the Newberry Library, the reference department of the New York Public Library, and the reference departments of other public libraries.)

### *Article II. Object*

Sec. 1. The object of the association shall be to promote library service and librarianship in the kinds of libraries enumerated in Article I. The association shall direct and carry on a program of activities to advance: (a) the standards of library service, in the broadest sense, in these kinds of libraries, and (b) the continued professional and scholarly growth of those engaged in work in these libraries.

### *Article III. Relationship to A.L.A.*

Sec. 1. This association is organized as a division of the American Library Association under the Constitution and By-Laws of that Association and its Constitution and By-Laws (and any amendments thereto) are binding upon this association, insofar as they relate to divisions of the American Library Association.

### *Article IV. Membership*

Sec. 1. Personal Members. Any person interested in, or associated with, the work of the kinds of libraries enumerated in Article I may become a member of this association by becoming a member of the American Library Association and by complying with

other conditions prescribed in the By-Laws.

Sec. 2. Institutional Members. Any library of the kinds enumerated in Article I, or any other institution or organization approved by the Board of Directors, may become an institutional member by becoming an institutional member of the American Library Association and by complying with other conditions prescribed in the By-Laws.

Sec. 3. Contributing and Sustaining Members. Any person or institution eligible to membership may become a contributing or sustaining member upon payment of the annual sums provided in the By-Laws.

Sec. 4. Honorary Members. On nomination of the Board of Directors, honorary members may be elected by two-thirds vote of the members present at any annual meeting of the association. Members of foreign library associations and those outside the library profession who have consistently aided the kinds of libraries enumerated in Article I are eligible to election as honorary members. Honorary membership shall be for life, subject to Sec. 6.

Sec. 5. Life Memberships. Contributors to life membership in the American Library Association whether before or after July 1, 1940, may be received as life members in the Association of College and Reference Libraries by complying with conditions as provided in the By-Laws.

Sec. 6. Suspension and Reinstatement. The membership of any individual or institution may be suspended by a two-thirds vote of the Board of Directors. A suspended member may be reinstated by a three-fourths vote of the board.

### *Article V. Officers*

Sec. 1. Officers and Duties. The officers of the association shall be a president, a vice

✓ president, an executive secretary, and a treasurer, who shall perform the duties usually attached to these offices.

Sec. 2. Terms. The president and the vice president shall be elected from the membership of the association and shall serve for one year or until their successors are elected and qualified. The executive secretary shall be chosen by the Board of Directors and shall hold office at its pleasure. The treasurer shall be elected from the membership of the association and shall serve for three years, or until his successor is elected and qualified.

Sec. 3. President-Elect. The vice president shall be the president-elect, and shall succeed to the office of president at the end of the president's term.

Sec. 4. Representation. The persons who are officers at any one time shall be chosen so as to represent as many of the various interests and groups in the association as is possible.

#### *Article VI. Board of Directors*

Sec. 1. Duties and Authority. The Board of Directors shall have general oversight and direction of the affairs of the association, and shall perform such specific duties as may be given to it in the Constitution and By-Laws. It shall conduct all business pertaining to the association as a whole between annual and other meetings of the association, and shall have authority to make decisions for the association during the periods between meetings. It shall decide upon the expenditure of all funds belonging to the association as a whole, and shall be authorized to allot such funds to sections and committees.

Sec. 2. Members. The board shall consist of the president, vice president, retiring president, treasurer, three directors-at-large, the directors elected by the sections, and the association representatives on the American Library Association Council who are serving the last year of their terms. The executive secretary and the chief officer (or, in his absence, the vice chief officer, or the retiring chief officer, in this order) of each section are ex officio members without vote.

Sec. 3. Terms. The directors-at-large and directors representing sections shall be elected from the members of the association for three-year terms, which terms shall overlap so as to insure continuity of policy.

#### *Article VII. Meetings.*

Sec. 1. General Meetings. The association shall hold an annual conference at such place and time as may be determined by the Board of Directors. Meetings may be called for any time by the board.

Sec. 2. Section Meetings. Meetings of the sections shall be held at the time of the annual conference, and may be called for other times by the chief officer or other controlling agency of any sections with the approval of the Board of Directors.

Sec. 3. Admission to Meetings. General meetings are open to all interested in the work of the association. Sections may, with the approval of the Board of Directors, hold closed meetings.

#### *Article VIII. Sections*

Sec. 1. Establishment. Any group of twenty or more members of the association, representing a field of activity in general distinct from those of then existing sections, may organize a section upon receiving approval from the Board of Directors. Sections shall be composed only of association members.

Sec. 2. Representation on the Board of Directors. Any section of 50 or more members shall elect from its voting membership one representative on the Board of Directors.

Sec. 3. Autonomy and Authority. Each section shall, with the approval of the Board of Directors, have autonomy in, and responsibility for, its own affairs and the expenditure of funds assigned to it by the Board of Directors. Each section may close its meetings to all but its own members. It shall have power to elect its own officers, to appoint committees relating to its own affairs, and to nominate such representatives on American Library Association committees as may be authorized by the Board of Directors. When conflicts of interest arise between sections, the questions shall be referred to the Board of Directors for decision.

Sec. 4. Affiliation. Members of the association may affiliate under the provisions of the By-Laws with as many sections as they wish. A member affiliating with more than one section may vote for the sectional officers and director in each section with which he affiliates.

#### *Article IX. By-Laws*

Sec. 1. Adoption, Suspension, and Amendments. By-Laws may be adopted, suspended, and amended upon a written recommendation of the Committee on Constitution and By-Laws appointed by the president and by a majority vote of the members of the association attending any general session of any annual conference or casting ballots in a vote by mail.

#### *Article X. Amendments*

Sec. 1. This constitution may be amended by a two-thirds vote of members present at any general session of two successive annual conferences not less than four months apart upon a written recommendation of the Committee on Constitution and By-Laws appointed by the president, provided that notice of the proposed amendment is published in the official publication of the association not less than one month before final consideration.

### **BY-LAWS**

#### *Article I. Dues*

Sec. 1. Personal Members. Dues for a personal member shall be the allotment to which the association is entitled from the American Library Association. Each personal member of the association must designate the association as the division of the American Library Association to receive allotment of American Library Association dues whenever he belongs to a class of American Library Association members from whose dues allotments are made. A member affiliated with more than one section shall pay to the treasurer of the association additional dues of 50¢ annually for each section with which he affiliates beyond the first.

Sec. 2. Institutional Members. Dues for an institutional member shall be the allotment to which the association is entitled from the American Library Association. Each institutional member of the association must designate the association as the division of the American Library Association to receive allotments of American Library Association dues whenever such allotments are made.

Sec. 3. Contributing and Sustaining Members. The annual dues for contributing members shall be \$25; and for sustaining members, \$100. These dues are payable annually to the treasurer during the first month of the fiscal year.

Sec. 4. Honorary Members. There shall be no dues for honorary members.

Sec. 5. Life Members. A contributor to life membership in the American Library Association after July 1, 1940 may be received as a member in the Association of College and Reference Libraries by designating this division to the American Library Association treasurer who shall allot to the

Association of College and Reference Libraries treasury \$2 per year during the lifetime of the member. A contributor to life membership in the American Library Association before 1940 may become a life member in the Association of College and Reference Libraries by the payment of \$10 to this division, or an annual member of the division by the payment of 50¢ annual dues.

#### *Article II. Nominations and Elections*

Sec. 1. Committee. A committee to nominate candidates for elective positions to be filled for the association as a whole shall be appointed by the vice president (president-elect), with the approval of the president, at such time as to enable this committee to meet during the annual conference preceding the one at which elections are to be made from the nominees. This committee shall, as far as possible, represent the various groups and interests of the association. It is the duty of this committee to select the ablest persons available for the positions to which nominations are to be made. In making its selection the committee shall keep in mind the following objectives: (a) the importance of developing leaders among the younger members of the association; (b) the desirability of rotating important offices among the various sections composing the association; (c) the necessity of securing a Board of Directors on which all sections will have as equal a number of representatives as is possible at any one time. Candidates for elective positions for sections shall be chosen as each section determines.

Sec. 2. Reports. The Nominating Committee shall report nominations to the executive secretary not less than six months before



the annual conference at which nominees are to be considered. Nominations shall be published by the executive secretary in the official publication of the association not less than two months before the annual conference.

Sec. 3. Nominations by Others. Nominations other than those by the nominating committees, signed by not less than ten members of the association shall be filed with the executive secretary not less than two months before the annual meeting and must be accompanied by written consent of these nominees.

Sec. 4. Right to Vote. All members of the association shall be eligible to vote on the elective positions of the association. Only members affiliated with a section shall vote for its officers and the director who will represent that section on the Board of Directors.

Sec. 5. Elections. (a) Association. Elections to elective positions for the association as a whole shall be made by mail vote in such manner as the Board of Directors shall determine. The candidate receiving the largest number of votes shall be elected. In case of a tie vote the successful candidate shall be determined by lot.

(b) Sections. Elections to elective positions for sections shall be made as each section determines. The election of directors representing sections must be reported in writing by a section's retiring chief officer to the executive secretary of the association before the adjournment of the annual conference. Any section failing so to report such election by this time shall lose its right to be represented on the board for the following elective year. The election of chief officers of sections, and vice chief officers, if any, shall be reported to the executive secretary in the same way and at the same time.

#### *Article III. Quorum*

Sec. 1. Board of Directors. A majority of the voting members of the Board of Directors shall constitute a quorum.

Sec. 2. Association. Fifty members shall constitute a quorum of the association for the transaction of all business except elections to the elective positions of the association.

#### *Article IV. Committees*

Sec. 1. Authorization. Committees of the association as a whole shall be authorized by

action of the association or the Board of Directors, except as otherwise provided in the Constitution and By-Laws.

Sec. 2. Appointment of Committee Members. Committee members shall be appointed by the president unless it is otherwise provided in the action authorizing the committee or in the Constitution and By-Laws. The vice president (president-elect) shall appoint committee members selected in advance to serve during the term of his presidency.

Sec. 3. Discontinuance. A committee may be discontinued only by the agency authorizing it.

#### *Article V. Chapters*

State, regional, or local chapters of the Association of College and Reference Libraries may be established by the Board of Directors on the petition of a sufficient number of members of the Association of College and Reference Libraries resident in the territory within which the chapter is desired and according to the following regulations:

(1) Each chapter may establish its own constitution and by-laws.

(2) Chapters may be discontinued by action of the Board of Directors of the Association of College and Reference Libraries.

(3) At least one meeting shall be held each year.

(4) Each chapter shall send a report of its meetings to the executive secretary of the Association of College and Reference Libraries at least two months before the annual conference of the American Library Association.

#### *Article VI. Vacancies*

Sec. 1. Elective Positions. Appointments to fill vacancies in elective positions of the association as a whole (except president and vice president) shall be made by the Board of Directors until it is possible for the association to fill the vacancy at the next regular annual election in accordance with the By-Laws.

a. A vacancy in the office of president shall be filled, for the remainder of the term, by the vice president. This succession shall not prevent a person who succeeds to the presidency because of a vacancy, from serving his normal term as president the next year, as is provided in the Constitution.

b. A vacancy in the office of vice president

can be filled only by election as provided in the By-Laws.

c. If vacancies occur in the offices of president and vice president within the same term the Board of Directors shall elect as president one of the directors or the directors-at-large for the remainder of the term. When a regular election is next held, a president and a vice president shall be elected.

d. Vacancies on the Board of Directors shall be filled by election at the next regular election after the vacancy occurs.

e. Appointments to fill vacancies on a committee of the association as a whole shall be made by the president, unless otherwise provided in the action authorizing the committee, or in the By-Laws.

#### *Article VII. Years*

Sec. 1. Membership Year. The membership year of the association shall be the calendar year.

Sec. 2. Fiscal Year. The fiscal year of the association shall be September 1 to August 31.

Sec. 3. Elective and Appointive Year.

The term of office for elective and appointive positions of the association filled annually shall be the period beginning with the adjournment of the annual conference and ending with the adjournment of the next succeeding annual conference. Terms of office for elective positions occupied longer than one year shall be calculated from the adjournment of the annual conference. This By-Law shall not apply to the term of office of any person elected by the association to represent it on the American Library Association Council, or on any other American Library Association body, which may have terms of office differing from terms specified in these By-Laws. In such cases the term specified by the American Library Association shall prevail.

#### *Article VIII. Rules of Order*

Sec. 1. The rules contained in Robert's *Rules of Order* shall govern the association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws.

## Library Lighting

Librarians concerned with the problem of determining the number of foot candles of light necessary in reading rooms or with the whole problem of library lighting should find the following publications helpful:

1. "Illumination Levels: Brief Explanation of the Method of Determining Illumination Levels Developed by the Medical Research Council and Department of Scientific and Industrial Research of the British Government." *Bulletin* 1. Department of Applied Research, Holophane Company, 342 Madison Ave., New York City 17.

2. Accompanying this publication is a wheel type "illumination levels indicator" developed by the Holophane Company. This device permits the manipulation of the basic data for determining proper illumination levels in terms of the degree of efficiency desired. Librarians

will undoubtedly find this device convenient.

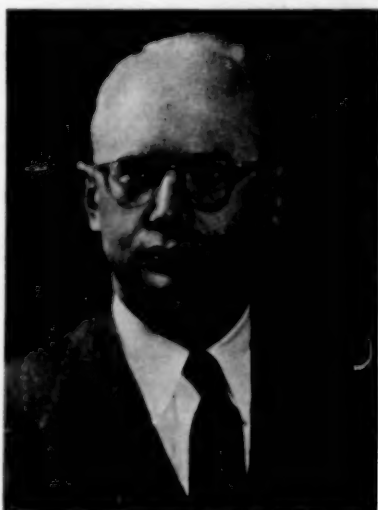
3. Logan, H. L., *Light for Living*. Department of Research, Holophane Company, Inc., 342 Madison Ave., New York City 17. This publication is important, because it throws new light on the methods necessary in determining proper light. It emphasizes the necessity of taking into consideration color treatment of all planes within the entire line of vision, whereas, in the past most people have considered only the surface of the printed page in relation to the light source.

4. *Good Lighting for People at Work in Reading Rooms and Offices* by Holway and Jameson. Division of Research, Graduate School of Business Education. Harvard University Press, 1947.

RALPH E. ELLSWORTH.

## Personnel

**B**ERNARD R. BERELSON, the new dean of the Graduate Library School, University of Chicago, comes to his new position with a background of experience in education for librarianship and research. A graduate of Whitman College in 1934, he later obtained his bachelor's degree in library science and his master's degree in English at the University of Washington. He was a member of the library staff at Washington from 1936 to 1938. His doctoral dissertation, at the grad-



*Bernard R. Berelson*

uate library school, was concerned with "Content Emphasis, Recognition and Agreements: An Analysis of the Role of Communication in Determining Public Opinion."

Dr. Berelson has continued his interest in content analysis, and his recent positions have been in this direction. After a short period of research work on a special project for the Rockefeller Foundation in 1941, he went to the Foreign Broadcast Intelligence Service of the Federal Communications Commission as an analyst. For three years he worked at the task of analyzing and interpreting broadcasts which were emanating from enemy countries. Late in 1944 he moved to Columbia University, where he was research

director of the Bureau of Applied Social Research. In 1946 he became assistant professor at the University of Chicago, with responsibilities in both the Graduate Library School and the School of Education. His recent appointment as dean also includes a promotion to the rank of associate professor.

Dr. Berelson is the author of a number of books and articles on the effects of reading, public opinion, and communication of ideas.

As an outstanding researcher and able thinker, he is well qualified to direct the program of graduate study at Chicago. As a pleasant personality who can meet effectively both faculty and students he is prepared for the administrative and public relations tasks which go with his position.—*M.F.T.*

**L**ESLEY M. HEATHCOTE has been appointed librarian of the Montana State College at Bozeman, succeeding Mrs. Lois Payson. The regret felt by all members of the P.N.L.A. on the loss of Mrs. Payson from the region has been tempered by the return to the Northwest of Miss Heathcote and her advancement to the post of librarian in chief.

Miss Heathcote is a graduate of the Uni-



*Lesley M. Heathcote*

versity of Alberta where she received the A.B. and A.M. degrees. She is a graduate of the School of Librarianship of the University of Washington and has completed at this institution a goodly portion of the work leading to a doctorate in history.

Her library experience has been mainly acquired at the University of Washington Library. During the years 1929 to 1944, she held the position of serials librarian and brought together an unusually fine set of research publications including periodicals and foreign documents. She demonstrated capacity for sustained scholarship combined with businesslike ability. It was through her persistent efforts that this library secured and maintained its outstanding serial files. In the preparation of the national *Union List of Newspapers*, Miss Heathcote collected and edited the entries from Washington and Alaska. Her promptness was cited in the preface to that work: "Miss Lesley Heathcote of the University of Washington, sent in the first completed list and set a very high standard for those to follow."

Miss Heathcote has served on numerous committees of professional library organizations. One of her substantial contributions to the P.N.L.A. was made as chairman of the committee that revised and codified its constitution. She was chairman of the Serials Section of the A. L. A. for the two-year term beginning 1938.

During the years 1945-46, Miss Heathcote was research assistant in the International Labor Office, Montreal. In this position, she did bibliographic work, indexed laws, and carried on research in colonial labor problems. Her fine equipment in modern languages proved most useful.

All who have an interest in the future scholarship of the Pacific Northwest can but view with satisfaction the recent appointments to the research institutions of this area. Montana, Oregon, and Washington each have a state college and a state university library administered by trained librarians. These six librarians have each not less than a master's and a library school degree. Two have completed the work for a doctorate in librarianship. Six different library schools are represented. The average age is about forty-two years. The newest member of this group of young administrators, Miss Heath-

cote brings a trained mind, an honest and friendly disposition and an enthusiasm for hard work.—*Charles W. Smith.*

OF SIDNEY BUTLER SMITH, newly appointed librarian of the University of Vermont, Burlington, it may be said that he entered librarianship by, in the current idiom, doing what came naturally. In fact, librarianship in his case was virtually unavoidable, for his mother was closely identified with the Washington Public Library as trustee during Sidney's formative years, and his father's position as chief Alaskan geologist led to the son's interest in scholarship. He insisted, however, on working out a career strictly on his own.

After taking his undergraduate work at Williams (A.B., 1934) and his basic profes-



*Sidney Butler Smith*

sional training at Columbia (B.S., 1936) he served as assistant librarian at George Washington University and at Bard College, and later as reference librarian at Union College. He enrolled in the graduate library school in 1934, and completed all requirements for the doctorate in 1947. His principal publication to date is an article entitled "College and University Library Cooperation" which appeared in the *Library Quarterly* for April 1946. His doctoral dissertation, consisting of a comprehensive analysis of the biblio-



graphical activities carried on by the several agencies of the federal government, bears the title "The United States Government as Bibliographer."

Personally, Mr. Smith is a cultured and affable young man, thirty-four years of age. His appointment to the librarianship of the University of Vermont represents the third in a sequence of Chicago actual or potential doctors. He is an able addition to the already strong group of academic librarians in the Northeast.—*Leon Carnovsky*.

**H**ELEN M. BROWN, who has been librarian of MacMurray College, Jacksonville, Ill., since 1944, became librarian of Skidmore College, Saratoga Springs, N.Y., on September 1.

Miss Brown has her A.B. degree from



*Helen M. Brown*

Vassar College and both the B.S. and the M.S. degrees from the School of Library Service of Columbia University.

With her new position, Miss Brown returns to the field of her previous experience—the New York State woman's college. The headship of three departments in the Vassar College Library from 1936 to 1944 gave her an excellent groundwork in administrative practices. As head of circulation, order work, and then reference, Miss Brown gained valuable experience in both reader services

and technical processes. While at Vassar, her work for the master's degree in library service, taken in four successive summers, emphasized the management aspects of college library service. Her thesis examined the conditions contributing to the efficient service of student assistants in a selected group of college libraries.

At MacMurray, Miss Brown has concentrated on the development of the professional staff, the growth and better organization of the book stock, and the addition of needed reader services. Her tenure has witnessed a rapid physical development of the college, with which the library has more than kept pace.

For her charm, her interesting personality, and her keen mind and imagination, Miss Brown will be a welcome addition to the increasing circle of top-notch administrators who are guiding the destinies of our Eastern women's colleges.—*B.C.H.*

**S**EYMOUR ROBB, the medical librarian of Columbia University became the librarian of the Virginia Polytechnic Institute in Blacksburg, Va., on Oct. 1, 1947. Mr. Robb came to the medical library on Sept. 1, 1944 from his position as director of the Vested Film Program of the Alien Property Custodian. Before that time he was in charge of the science and technology reading room of the Library of Congress, and earlier, director of stacks in that institution. During that time he also taught reference and bibliography at the graduate school of Catholic University of America.

Mr. Robb has seen the medical library grow from a collection of about 125,000 volumes to one of about 140,000 volumes. He endeavored to ease the crowded conditions at the medical library by installing several hundred feet of shelving, both in the stacks and in the reading rooms as well as working with the architect on plans for a new medical library building. He has built up exchange relations with the libraries in Europe, Asia, and South America. During his period as medical librarian, Mr. Robb has been chairman of the committee for the disposal of foreign duplicates of the war years of the Medical Library Association, and member of the college and university



*Seymour Robb*

committee of the New York Library Association. He has spoken at the annual meetings of both the Medical Library Association and the Special Libraries Association.

It is with real regret that the members of the medical library staff see Mr. Robb leaving. Only because they feel that he will be happier in his native state of Virginia, are they reconciled to his departure.

The library of the Virginia Polytechnic Institute, to which Mr. Robb is going, contains well over 100,000 volumes in the fields of engineering and agriculture. It is entering a stage of dynamic expansion, with a new library building and methods of bringing the library and its users closer together planned for the near future.—*Estelle Brodman.*

**F**RANCES HENNE, the new associate dean and dean of students of the Graduate Library School of the University of Chicago, received her bachelor's degree from the University of Illinois in 1925 and her M.A. from the same institution in 1934. Her library degree was obtained from Columbia University, School of Library Service in 1935. She has continued her graduate work in librarianship at Chicago since 1938, when she was awarded a Carnegie fellowship, and has almost completed her requirements for the doctoral degree.

She has held library positions in public li-

braries in Springfield, Ill., and the New York Public Library. She was on the faculty of the Albany State Teachers College, and from 1939-42 she was librarian at the University High School at the University of Chicago. She has been a member of the faculty of the graduate library school since 1942.

Miss Henne has specialized in children's work and school libraries, in which she has become a recognized authority. She is the author of many articles in professional and educational periodicals, and at present has three books in preparation. She has been a frequent speaker at library meetings and is vice chairman of the American Association of School Librarians.

She is chairman of the Britannica Junior Advisory Committee of the University of Chicago and also chairman of the Committee



*Frances Henne*

on Education for Librarians Working with Children and Young People for the Division of Libraries for Children and Young People. This committee has a two-year research project under way in which a systematic analysis is being made of the problem of education for librarians working with children and young people. Miss Henne was one of the chairmen of the twelfth annual institute of the graduate library school in August 1947. The topic of this institute was "Youth, Communication, and Libraries." Within the last

few years she has conducted surveys of school libraries in many school systems. These surveys were made in cooperation with the Department of Education of the University of Chicago.

She brings to her new position a rich experience in the field of education for librarianship, a high competence for research on library problems, and a personality that well qualifies her for advisory work with students.—*Jesse H. Shera.*

**R**ICHARD H. SHOEMAKER, librarian of Washington and Lee University, recently resigned to become librarian of the Newark Colleges of Rutgers University. The Newark Colleges consist of Rutgers University College of Pharmacy, Law School, School of Business Administration, and Newark College of Arts and Sciences. Mr. Shoemaker will be in direct charge of the general library, known as the John Cotton Dana Library, in addition to being responsible for the law library and the pharmacy library.

A native of Pennsylvania, Mr. Shoemaker, received his A.B. from the University of Pennsylvania and his M.A. from Washington and Lee University. He also holds a B.S. degree from Columbia University, School of Library Service. Mr. Shoemaker came to the library profession with a good background of banking experience. This is evidenced in the efficient business methods which he applies to library procedures.

His library career started at Temple Uni-



*Richard H. Shoemaker*

versity in the cataloging department. From there he moved to Washington and Lee University as chief of the cataloging department. He then advanced to assistant librarian, acting librarian, and librarian. While at the latter institution, he consolidated and streamlined the technical processes into a well-organized unit.

Mr. Shoemaker's work shows the happy blending of cultural interests, a scholarly background, and practical business techniques. He should meet well the challenge at Newark.—*Foster E. Mohrhardt.*

## Appointments

The following changes in major positions at the Library of Congress from June to September have been reported by the librarian.

Robert T. S. Lowell, Jr., succeeded Karl Shapiro as consultant in poetry and English literature.

Frederick H. Wagman, formerly assistant director for the public reference service, reference department, is now the director of the processing department.

Archibald B. Evans, who was assistant chief of the serials division, was made chief

of the division on the forty-first anniversary of his employment in the library.

Henry S. Parsons retired August 31 from the position as chief of the serials division after almost forty years service in the library.

Nathaniel Stewart resigned from the position as chief of the card division to accept a teaching fellowship in the Columbia University, School of Library Service.

Edward A. Finlayson, formerly assistant chief of the card division, has been appointed chief of the division.

Dan Mabry Lacy, formerly assistant archi-

vist of the United States, has been appointed assistant director for acquisitions, processing department.

Mortimer Taube, who held the position of assistant director for operations, acquisitions department (now merged with the processing department), has been made chief of the science and technology project.

Alva B. Walker, assistant secretary of the library, is now administrative secretary to the librarian.

\* \* \* \* \*

Dr. Louis B. Wright has been appointed director of the Folger Shakespeare Library in Washington, D. C. Dr. Wright succeeds James G. McManaway, who has served as acting director since the death of Joseph Q. Adams a year ago.

Joseph Reason, who has been supervisor of the reference department of Howard University, Washington, D. C., has been appointed librarian.

Gordon C. Abrams, head of the purchase searching section of the Library of Congress, is now reference librarian of Dartmouth College.

Niels H. Sonne has left the reference librarianship of Trinity College, Hartford, to become assistant librarian of the General Theological Seminary, N.Y.

H. Tyler Gemmell, chief of the catalog department of the New Jersey College for Women, has become librarian of Sweet Briar College, Sweet Briar, Va.

Gladys V. Sanger, head cataloger of the Union College Library, Schenectady, N.Y., is now head cataloger of the University of Missouri Library.

Walter W. Wright, of the staff of Johns Hopkins University Library, Baltimore, is now head of the circulation department of the University of Pennsylvania Library at Philadelphia.

William A. Kozumplik is now assistant librarian of Notre Dame University.

Hubbard W. Ballou is now librarian of photographic processes of the University of Illinois Library at Urbana.

Laura G. Giles has been appointed librarian of the medical library of the University of Saskatchewan at Saskatoon.

Joseph C. Borden, on the staff of the reference department of the New York Public Library since 1935, has been appointed asso-

ciate librarian of the University of Arkansas at Fayetteville.

Helen A. Dooley, librarian of Monticello College, Alton, Ill., is now assistant librarian at Illinois State Normal University.

Gladys M. Brownell, cataloger of the Colby College Library, Waterville, Me., is now assistant librarian of Bard College, Annandale-on-Hudson, N. Y.

Bess Olson, formerly librarian of the Scarsdale, N.Y., High School, is now librarian of the Long Beach, Calif., City College.

Elizabeth C. Borden, copyright catalog office of the Library of Congress, has been appointed librarian of the Penniman Library of the University of Pennsylvania.

Ivan G. Grimshaw, who has been the rector of the Instituto Ingles in Santiago, Chile, for the past two years, is now director of libraries of Youngstown College, Youngstown, Ohio.

Wilfred L. Morin, assistant to the executive secretary of the American Library Association, has been appointed head of circulation of the Cornell University Library at Ithaca.

Edmund P. Gnoza has been made administrative assistant of the University of Oregon Library at Eugene.

Charles E. Rothe has been appointed librarian of Southwestern University, Georgetown, Tex.

Katheryn Sullivan is now bibliographer of librarianship in the library service division of the U.S. Office of Education, Washington, D.C.

Mary Swisher, assistant reference librarian at West Virginia University, is now reference librarian at North Texas Agricultural College, Arlington.

Don Bernard Theall is now reference librarian of Mullen Library, Catholic University of America, Washington, D. C.

Virginia M. Zingsheim, on the staff of the Milwaukee Public Library, has been appointed medical librarian of the University of Vermont at Burlington.

John Dulka has been appointed reference librarian of Milwaukee State Teachers College.

Willard A. Heaps is now administrative officer of the UNESCO Documentation, Library and Statistical Services in Paris.

Barbara Estep, who has been in Japan with



the Army library service, has been appointed librarian of the Walter Hervey Junior College, N.Y.

Pauline C. Ramsey, cataloger with the Columbia University Libraries, has been named head of the cataloging department of the Notre Dame University Library.

Florence M. Hopkins, formerly head cataloger of the Middlebury College Library, is now librarian of Thiel College, Greenville, Pa.

Dorothy F. Lucas, on the staff of the New Jersey State Library since 1924, is now head cataloger of Peabody Institute Library, Baltimore.

Lillian B. Goodhart, cataloger in the law school library of Yale University, has been appointed chief of the cataloging department of the New Jersey College for Women Library at New Brunswick.

David K. Easton, of the reference staff of the Columbia University Libraries, is now assistant librarian of the American Institute of Foreign Trade, Phoenix, Ariz.

Alma Bennett, extension librarian at Kansas State Teachers College, Emporia, has become librarian of the social science reading room of the University of Missouri Library.

Gertrude Lemon, librarian of the Parsons, Kan., Public Library, has succeeded Miss Bennett at Emporia.

R. Paul Bartolini has taken the newly-created position of assistant librarian in charge of public services at the University of Wichita Library.

Dorothea Welch Hughes, reference librarian at the Wichita Municipal University,

has become librarian of Southwestern College, Winfield, Kan. Mrs. Hughes succeeds Pearl G. Carlson, who has joined the library staff of Tulane University, New Orleans.

Mary A. Hawkins has been appointed head of circulation for the University of Wyoming Library at Laramie.

Harriet Modemann has been appointed librarian of the New London, Conn., Junior College.

Louise Annus has been named assistant librarian of Dunbarton College, Washington, D. C.

Owen Johnson has been appointed librarian of the visual education library of the University of Minnesota.

Effie A. Keith retired as assistant librarian of Northwestern University, Evanston, Ill., after thirty-one years of service to the university. Although relinquishing her administrative responsibilities, Miss Keith will continue as a special consultant in cataloging, in charge of the cataloging of arrears.

Clarence S. Paine, director of libraries at Beloit College, Beloit, Wis., has been appointed librarian of the Oklahoma City Carnegie Library.

New appointments to the staff of the Cornell University Library include the following: Felix Reichmann, formerly on the staff of the Library of Congress, as acquisitions librarian; Josephine M. Tharpe, who has been on the reference staff at Duke and Illinois, as reference librarian; and Dagny V. Anderson, cataloger at Virginia Polytechnic Institute, as classification librarian.

## Necrology

Thomas Asher Meade, librarian, General Motors Institute, Flint, Mich., died in November following an illness of several months.

Mr. Meade was born in Kirksville, Mo., on May 4, 1910, and was a graduate of Harvard University, School of Business Administration, University of Illinois Library School, and Graduate Library School, University of Chicago.

In addition to his position with General Motors, Mr. Meade had been reference assistant at the Queens Borough Public Library, librarian of the Joseph Schaffner Library of Commerce, Northwestern University, and director of market research for Montgomery, Ward and Company, Chicago.

His many colleagues and friends will remember his warm personality.

## News from

A survey conducted by the U.S. General Office of Education shows that student fees in institutions of higher learning have increased materially during the past few years. Operating costs in the colleges have been responsible for this increase. Dr. John D. Russell, director, Division of Higher Education, U.S. Office of Education, Federal Security Agency, has stated that student fees have increased to such an extent that many intellectually capable young people are unable to attend college. The survey notes that more than half of the total annual college expenditures are now paid by student fees whereas in earlier years they provided for only a third of the annual expense bill of the colleges. At the present time more than half of these student fees are being paid by the government. It seems obvious from the findings of this survey that the colleges and the country will face a serious problem in their efforts to provide a college education for many intellectually capable students after federal support, in the form of veterans' benefits, has ceased.

A group of alumni and other friends of *Acquisitions, Gifts, and Collections* Yale presented a perfect copy of the *Bay Psalm Book* to the library in September. Purchased a year ago by Dr. A. S. W. Rosenbach at a New York auction for \$151,000 (the highest price ever paid for a book) this famous item is one of three perfect copies in existence. Printed by the Puritans in the 17th century and adopted by a majority of the congregations in the Massachusetts Bay Colony, this psalm book is one of the world's most famous books and is, as James T. Babb, librarian of Yale

University has said "far rarer than a Shakespeare first folio."

It was printed as one of an edition of 1700 copies at the Stephen Daye Press, Cambridge, Mass., in 1640. The book was exhibited in the Yale University Library during the fall.

The Evanston Campus Library of Northwestern University has acquired the rare first edition of Robert Hooke's *Micrographia; Or Some Physiological Descriptions of Minute Bodies Made by Magnifying Glasses*. Published in London in 1665 this book was the second to be printed in English on the microscope. It is valuable for the history of physics, chemistry, biology, and astronomy. Its beautifully engraved plates are the work of the author.

Study facilities for 100 students and storage facilities for 40,000 books have been provided by an emergency "library annex" at Union College, Schenectady, N.Y. The building measures 30' x 125' and was moved from the Rome Air Base. The new annex is designed primarily for the use of commuting students who need study facilities during the day, according to Helmer L. Webb, librarian. Even after the present emergency has passed the building will be used to house books. It will relieve the pressure on the main library until a new college library has been constructed.

The University of Minnesota has established temporary study halls to provide overflow reading room space for the library. These rooms are entirely unsupervised and contain no books. Edward B. Stanford, assistant librarian, states that these rooms have greatly relieved the pressure on the main library. Other libraries in the region

## the Field

have adopted similar temporary arrangements to good effect.

On Sunday, October 5, University of Nebraska's new Don L. Love Memorial Library was formally dedicated. The closed stack is avoided in this new building and the student is surrounded by thousands of books on open shelves. These open shelves are located in four large reading rooms devoted to the following broad subject fields: the humanities, science and technology, social studies, and education. Each reading room will be under the supervision of a librarian trained in the particular subject field to which his room is devoted. Costing slightly more than one million dollars the Love Library provides space for over eight hundred thousand volumes. It has a seating capacity of one thousand and provides sixteen graduate seminar rooms, and thirty-nine faculty study rooms.

*Committees, Conferences, and Curricula* Dartmouth College has inaugurated a course required of all seniors titled, "Great Issues." The course is designed to expose students to "national and international issues which they will face as adult citizens and to give them an urgent sense of their primary public duty as educated men." Various nationally prominent men have been announced as visiting lecturers and discussion group leaders. The college has received a grant of \$75,000 from Carnegie Corporation of New York to help defray the expenses of this experimental program for the first three years. A public affairs laboratory has been installed in Dartmouth's Baker Library to supplement the course. The laboratory will contain government publications, newspapers, and periodicals,

and private group literature which will be studied and compared as to scope, intent, and reliability.

The formation of the American Theological Library Association was announced in this column in April 1947. One of the first responsibilities assumed by this recently organized association was the gathering of data concerning the nature and extent of the demand for certain out-of-print religious books. A questionnaire and checklist of titles was prepared and mailed to libraries and other groups interested in purchasing religious books. When these checklists have been returned and the data formulated a report will be forwarded to the Religious Publishers' Group (New York) for their use in determining the possibility of republishing certain titles. Additional copies of the questionnaire and checklist may be had from Robert F. Beach, secretary, American Theological Library Association, c/o Garrett Biblical Institute, Evanston, Ill.

During the time of the Freedom Train's visit to Albany the New York State Library offered an exhibit titled "New York State Freedom Train." Where possible the exhibit duplicated the books or displayed facsimiles of documents carried in the Freedom Train. Some original manuscripts owned by the library were shown: the manuscript copy of Lincoln's Emancipation Proclamation of Sept. 22, 1862; the engrossed copy of the federal Constitution with the appended and suggested Bill of Rights amendments; New York's first constitution of 1777 and others.

*Publications* Yale's collection of the late Gertrude Stein's works and correspondence now contains her entire library. In October

Yale University Press published a manuscript Miss Stein completed in 1933 under the title "Four in America."

In this book Miss Stein rewrote the biographies of George Washington, General Grant, Wilbur Wright, and Henry James.

The October 15 issue of *Library Journal* was published in two parts; part two was devoted to "Films in Public Libraries" by Hoyt R. Galvin. A project of the Audio-Visual Committee of the American Library Association, this supplement is illustrated by Bertha Landers and contains a selected list of films by Mrs. Patricia O. Blair and Paul F. Gratke.

The University Library of Oslo, Wilhelm Munthe, librarian, has issued two interesting publications, *The University Library, Oslo; A Brief Survey of Its History, Collections and Buildings*, and *Norwegian Bibliography: A Brief Survey*. The first of these contains excellent photographs of parts of the library, as well as detailed floor plans.

This fall, the first volume of *Library Literature* since the publication of the 1940-42 circulation appeared. This volume indexes 1946 material only; material for the years 1943-45 will appear in a later volume according to a letter received from H. W. Wilson. This first postwar volume generally resembles its predecessors but a few variations do occur. Items are annotated rather than abstracted and annotated

under only one of the subject headings assigned to the item. Cross references are made to the subject heading under which the item is annotated.

Under the editorship of W. Stanley Hoole, the Commission on Institutions of Higher Education of the Southern Association of College and Secondary Schools has issued a revised edition of *The Classified List of Reference Books and Periodicals for College Libraries* (Birmingham, Ala., 1947). The list of books is arranged by major categories (general, biological sciences, humanities, physical sciences, social sciences) and then by subject. Titles are arranged alphabetically by author. An index of authors and titles makes it possible to locate specific items without difficulty. The periodical list is also classified by subject. There has been an increase of 484 new titles in the book list, and 67 in the periodical list. Chairmen of the advisory and editorial committees are: A. F. Kuhlman, Frances Neel Cheney, and Virginia Trumper.

The staff of Vassar College Library has need for material which will assist them and other officers of the college in preparing a revision of academic statutes of the college. Any documents pertaining to the government of a college or university, its library, and the status of its library staff will be gratefully received. Address Eileen Thornton, librarian, Vassar College, Poughkeepsie, N.Y.

## Exemption from Consular Invoices

*TREASURY DECISION* 51699, effective June 20, 1947, provides an exemption from the requirements of consular or commercial invoices for importations of materials accorded free entry under paragraph 1631, Tariff Act of 1930, as amended. The cited paragraph specifies that:

Any society or institution incorporated or established solely for religious, philosophical, educational, scientific, or literary purposes, or for the encouragement of the fine arts, or any college, academy, school, or seminary of learning in the United States, or any state or public library, may import free of duty any book, map, music, engraving, photograph, etching, lithographic print, or chart, for its own use or for the encouragement of the fine arts, and not for sale, under such rules and regulations as the Secretary of the Treasury may prescribe.



# Review Articles

## The National Library in 1946 and Before

*Annual Report of the Librarian of Congress for the Fiscal Year Ending June 30, 1946.* Washington, United States Government Printing Office, 1947. 538 p.

Library reports should be required reading for librarians. Whether you accept this dictum for many reports, or some reports, or a very few selected reports, you must include the *Annual Report of the Librarian of Congress for the Fiscal Year Ending June 30, 1946* in your list of notable library reports. By whatever standard you judge it—historical significance, literary excellence, importance of administrative or technical issues discussed, or sheer institutional drama—you must rank it among the great reports in American library history. Certainly it should be required reading for librarians. And more important today, it should be required reading for all members of Congress and for the Bureau of the Budget.

The central theme which unifies the whole long document concerns a question about the scope of the library which most librarians will contend was answered long ago. Is the Library of Congress the national library or is it simply the Library of Congress? The answer seems clear to librarians generally. It seemed clear to the Librarian of Congress and his associates, who, with infinite pains, prepared a budget request of \$9,756,852 for the fiscal year 1947, an amount they thought appropriate for a full-fledged national library. But the answer was not clear to the members of the subcommittee on the Legislative Branch of the House Committee on Appropriations, before whom the budget hearings were held. They were in doubt. They thought it high time "to give attention to the need for a determination as to what the policy of the Library of Congress is going to be in the way of expansion and service to the public and to the Congress." They went on to say, "It would seem that the library has evolved into not only a Congressional Library but a national and even an interna-

tional library." The committee was not ready to resolve the issue itself; it suggested "that the responsibility for determining library policy rests with legislative committees of the Congress charged with the responsibility for the operations of the library and not with the Appropriations Committee."

And so the Appropriations Committee expressed its doubt in financial terms by reducing the library's budget request from \$9,756,852 to \$6,069,967. The issue raised by the committee rocked the librarian and his advisers back on their heels. But they rallied their forces and accepted the challenge, as the *Report* itself amply testifies.

It is not surprising, therefore, that the *Report* for "fiscal 1946" is in large part an instrument of proof designed to show that the Library of Congress is the national library. That basic fact is often in the foreground or, if not, always in the background, throughout the various parts of the document.

The 538 pages of the *Report* may be conveniently divided into four parts. The first, a monograph of over 200 pages in itself, is the history of the library from the beginning, told in facile and unstereotyped prose by David C. Mearns, director of the Reference Department, under the title, "The Story up to Now." This is no dry-as-dust public document. It is an absorbing narrative of the growth of a great library through the years, told with many quotations from the sources. Somehow Mr. Mearns is able to fit his style to each period he describes in the library's history. The very phrases used as captions, often selected from the supporting documents, add much to the flavor of the text. For example, the heading, "Our Union Does Not Require It," is selected from the letter of an indignant Bostonian who opposed the ridiculous idea of the establishment of a library for the Congress. "To the Complete Satisfaction of Congress" is one of the headings used in the story of the administration of Herbert Putnam. And the account of Archi-

bald MacLeish's stirring five years as librarian is told under the caption, "The Brush of the Comet." Throughout the narrative, quotation heaped upon quotation shows that the library was continually referred to by its librarians and others as the "National Library."

In the second part of the *Report*, the new librarian, Luther H. Evans, takes up the narrative. In vigorous sentences, he describes frankly and forthrightly the events of "fiscal 1946." Special emphasis is laid on the fate of the 1947 budget, described above, and on the appointment of the Library of Congress Planning Committee, composed of eminent scholars and librarians, selected by the librarian to advise him on the proper functions of the library in the future. Other chapters of the *Report* proper deal vividly and always frankly with the "Service of Materials," "Acquisitions Grand Scale," "Preparation of Materials," and "Administration, Personnel, and Finance." These chapters depict the library in action in its service to the Congress and the national government and to libraries and scholars throughout the nation. Students of library administration will be specially interested in the complete organization chart of the library, which shows for each administrative unit the number and grades of its staff members.

The third part of the *Report* is a most unusual administrative document. It is a complete reprint of the "Justification of the Estimates, Library of Congress, Fiscal Year 1947." This the librarian himself de-

scribes as "the most important state paper to issue from the Library since the Report of the Committee on Library Organization in 1802." In cold figures, with cogent supporting statements, this courageous document sets forth in "man-years" and dollars what the present administration of the library thinks will be required to operate the national library at full capacity. The framers of the "Justification" sought to cope fully, for the first time, perhaps, with the needs and problems of the library in all its technical procedures and its many services.

Last of all come the statistical appendices. Even these are interesting. A few illustrations may serve to indicate the complex problems of processing and servicing with which a great library must grapple. Accessions for the year 1946 totalled 4,291,346 "pieces." The national union catalog now comprises 13,718,489 cards. Printed catalog cards to the number of 27,584,211 were sold or distributed. Readers served were 699,740. Nine pages are required merely to list the publications issued by the library.

The reviewer finds no statement in the *Report* itself of the number of "man-years" required to write it. Whatever the correct figure may be, he has no complaint to make. As a librarian and a taxpayer he is quite ready to contribute his mite to the cost of setting down in cold type, for the Congress and the people to see in complete detail, the facts and figures about their national library in 1946 and in the years before.—Carleton B. Joeckel.

## Further Progress in Cataloging

U. S. Library of Congress. Descriptive Cataloging Division. *Rules for Descriptive Cataloging in the Library of Congress*. Preliminary edition. Washington, U. S. Government Printing Office, 1947. 125p.

In the July 1947 issue of *College and Research Libraries*, this reviewer discussed the two significant documents<sup>1</sup> which prepared

the way for the publication of the new *Rules for Descriptive Cataloging*. To any one familiar with these two documents, the rules come as no surprise. They are merely the crystallization—the formal expression—of functions and principles which, in their earlier fluid state, had already been widely discussed and publicized. And while there are doubtless rules which in application will need

<sup>1</sup> U. S. Library of Congress. Processing Department. *Studies of Descriptive Cataloging, a Report to the Librarian of Congress by the Director of the Processing Department*. Washington, U. S. Government Printing Office, 1946; and U. S. Library of Congress.

Advisory Committee on Descriptive Cataloging to the Librarian of Congress. *Report*. Washington, Library of Congress, 1946.

modification or clarification, the preliminary code is no less excellent than was expected.

There is first a foreword by Herman H. Henkle, which is a brief statement of the background out of which the rules were developed, then a preface by Lucile M. Morsch. Chapter I, called "Introduction," defines descriptive cataloging and reviews the history of the Library of Congress rules. The functions and principles of descriptive cataloging are declared in Chapter II. For this chapter we are indebted to Henkle. The rules relating to separately published monographs are presented in Chapter III. These are, in a sense, the basic rules to which are appended seven additional chapters containing special rules for supplements and indexes; analytical entries; serials; maps, atlases, etc.; music; facsimiles, photocopies, and microfilms; and history cards. The appendices include a glossary which supplements the *A.L.A. Glossary of Library Terms*, rules for capitalization which supplement those given in the U. S. Government Printing Office *Style Manual*, a list of abbreviations, and examples of miscellaneous notes.

As expected, the most striking feature of the new code is its logical structure and method. It is more than a set of rules; it is a theory of descriptive cataloging expressed through rules. Attention is directed first to the functions of description, which are briefly and clearly stated. These are the prescribed objectives, and whether we like them or not, we learn from them what the code proposes to do and can judge it accordingly. Derived from these functions, then, is a group of principles which tell us in a general way how the functions are to be served. Presumably, no principle is valid which does not tangibly serve the prescribed functions. Derived, then, from the principles are rules which detail the application of the principles in typical cases. Presumably, no rule is valid which is not consistent with the stated principles. The principles, not rules, are the determining guides to practice—the criteria by which the cataloger is expected to shape his work.

It is this relationship between functions, principles, and rules, which distinguishes the code. This relationship may be analyzed by looking first at the stated functions of descriptive cataloging and then by tracing their

effect upon the principles and ultimately upon selected rules. If the structure of the code is sound, it should be possible to justify each principle by means of the functions and each rule by means of the principles.

The prescribed functions of descriptive cataloging are:

1. To describe the significant features of the work to be cataloged: (a) to distinguish it from other works and other editions of the work and (b) to characterize its contents and scope, and explain its bibliographical relations
2. To present the data in an entry which will: (a) provide the most intelligible arrangement with the entries for other works and other editions of the work in the catalog and (b) best serve the needs of the users.

That is not a surprising statement, but its implications are important. We are to describe only features which are significant for two purposes, identification and characterization, not those which serve only to supply bibliographical information. Elaborate description for special bibliographical purposes is out. We are, moreover, to concentrate on describing the significant features of the *book*, not the title page as such; and the arrangement of the data in the entry is to be determined not by its position on or absence from the title page, but by the requirements of intelligible filing and according to the needs of readers. Let us see how these functions are translated into principles.

The statement of principles consists of sections dealing with extent of description, the organization of the elements of description, terms of description, description of a perfect copy, documentation of descriptive data, and capitalization, punctuation, and accents. The section on extent of description relates to the first part of the statement of functions—the functions of identification and characterization.

The work is to be described as fully as necessary for the accepted functions, but with an economy of data, words, and expression; no item of description should be given which will duplicate the information of another item, unimportant matter or detail should be curtailed, and unnecessary words and phrases should be omitted.

In other words, we are to omit all matter and repetitions of matter which are not essential

for identifying or characterizing the book. Under the subheading, "Identifying Data," a general account of what is required for identification is presented.

. . . To distinguish one work from another, the title (together with the author's name as heading) is generally sufficient, although in certain circumstances the author statement is also necessary. . . . To distinguish one edition of a work from another of the same work, one or more of the following must be known: (1) number or name of the edition, (2) the name of the editor, illustrator, or translator, (3) the publisher or date of publication, and (4) the name of the series to which the edition belongs, or (5) some one detail of physical description such as the number of pages or volumes in the work.

The only other items of description which can justifiably be admitted to the entry are those which characterize the content and scope of the book or explain its bibliographical relations. These are limited by the principles to data showing the relationship of the work to other works, such as sequels, supplements, and concordances; data showing its relationship to other editions of the same work, such as those issued under different titles or in another language or physical form; and data characterizing the work's content, such as the elaboration of inadequate titles, collation, and the enumeration of contents.

In the subsequent rules, these principles relating to extent of description are applied fairly consistently, the general effect being that of omitting various descriptive details which were formerly regarded as necessary. First, transcription of the title proper, but not of the title page as such, is called for, since it has been demonstrated that title page transcription is not essential for identification or characterization. Ellipses are therefore to be used only to indicate omissions from the title proper, not omissions of data preceding or following the title.

The author statement is to be duplicated in the catalog entry only when necessary to show important variations in forms of names or to supply additional information for purposes of characterization. It will not be regarded as necessary simply to show the form of name which appears on the title page. The imprint statement is to be shortened ex-

cept in one circumstance to a single place and publisher, and publishers' names are to be abridged as much as possible without loss of intelligibility or identification. The exact forms in which they appear on the title page, again, do not matter. To avoid another unnecessary duplication, the publisher is ordinarily to be omitted from the imprint when the work is entered under his name.

The application of these principles to collation also results in simplification. In order to identify the modern book and to characterize its scope and contents, nothing is ordinarily needed but the last numbered page or leaf of each section that is separately numbered. These functions are not served by noting changes from Roman to Arabic numerals with the same sequence, by detailing unimportant, unpagged preliminary matter, or by counting blank leaves. A book with unusually complicated or irregular paging may be described simply as "lv. (various pagings)." Accounting in detail for the completeness of the volume is not an accepted principle, since it is necessary for neither identification nor the characterization of contents.

These examples will suffice to illustrate how the functions and principles relating to extent of description are borne out in the rules. When any problem in this area confronts the cataloger, he is expected to recall these principles and ask two questions: Are the data necessary for identification of the book, that is, for distinguishing it from other books and other editions of the same book; or are they necessary for characterizing the scope and contents of the book or explaining its bibliographical relations? If they are not necessary for these purposes, and these only—they are to be omitted.

The resulting simplifications are in large part already practiced in many libraries, including some of the major research libraries, which have long since abandoned so-called "bibliographical" cataloging. "Bibliographical" cataloging like "bibliographical" bibliography, will now be reserved for early imprints for which detailed title page descriptions and precise collations are still required, as always, in the identification of editions.

The principles relating to the organization of the elements of description in the entry



may now be examined. This section is derived from the second part of the statement of functions; "to present the data in an entry which will (a) provide the most intelligible arrangement with the entries for other works and other editions of the work in the catalog and (b) best serve the needs of the users." Negatively, this means that the arrangement of descriptive items in the entry will not be determined by their position on or absence from the title page. Positively, it means that a regular order, designed primarily to facilitate filing and to aid the reader, is to be followed regardless of the sources of those data. The order prescribed in the principles is the familiar one of "title, subtitle, author statement, edition statement, and imprint; followed in succeeding paragraphs by the collation and series note, and supplementary notes."

Turning then to the rules, one finds, for example, that a subtitle, as well as an edition statement, which precedes the title on the title page is now to be transposed without notice. Edition data, no matter where it comes from is to follow in its regular place. This takes us back to Dorcas Fellows. Editor, illustrator, and and translator are similarly to be transposed when necessary to their regular position. Brackets, moreover, are to be used only to set off data supplied from sources other than the title page, not to indicate transpositions of data on the title page. Information regarding dates of publication and collation is also to be integrated. All this means simply (and this is significant) that the reader or filer will no longer have to hunt all over the card for information of a specific kind, but will be able to count on that information being given constantly in the same place on the card. The arrangement will now follow a logical pattern designed to serve a specific purpose, unaffected by the whims of the printer. Again, description of the title page as such is not accepted as a principle which serves the functions of descriptive cataloging.

The principles relating to extent of description and to the organization of the elements of description are clearly and logically derived from the statement of functions, and the corresponding rules are consistently developed from the principles. There are two

sections of the principles, however, which are not so easily traceable to the stated functions. These relate to terms of description and to capitalization, punctuation, and accents. The functions cover what is described and how the data are to be arranged but give no clear direction about the terms and style of expression. The logical structure of the code might therefore be strengthened if a third paragraph were added to the statement of functions—a paragraph reading something like this: to express the data in terms and styles which are: (a) most authentic and accurate and (b) intelligible to the user. The principles relating to terms, capitalization, etc., might then be regrouped under such a heading as terms and style of description.

The principles relating to terms of description in the main paragraph of the entry call, as usual, for authenticity by employing the words of the author or publisher. They call for accuracy by appending corrections of inaccurate statements and for intelligibility by appending explanations of ambiguous statements. In collation and elsewhere, intelligibility is sought by limiting the description to terminology having accepted definitions—that is, terminology familiar to the ordinary reader. The principles relating to capitalization, punctuation, and accents call for authenticity, accuracy, and intelligibility by following the normal, correct usage in the given language. The authority adopted for this usage is the U. S. Government Printing Office *Style Manual*, the only important exception to this manual being that only the first word of the title proper is to be capitalized instead of all the principal words as in normal rhetoric.

In preparing this new code, the Processing Department of the Library of Congress has discharged a great responsibility with imagination, reason, and courage. The code is significant, it is even unique, because of its method. It gives us a valid and systematic procedure for the solution of cataloging problems. It is a way of thinking and a way of working which is distinctly professional in character. We are asked not merely to learn rules and follow precedents but to apply general principles to the construction of a catalog designed to perform definite func-

tions. These principles and functions take us back to the elements of librarianship—the nature of books and the needs of readers. The method was followed in compiling the code, is inherent in its organization, and will be necessary to its most effective use. The method is not new, of course, but it has never before been applied so explicitly to cataloging.

The application of this method has led to a recognition of important changes in one of the elements of librarianship—the nature of books. The principles of title page transcription and detailed collation were and still are necessary for the identification of early editions produced by handicraft methods; but neither is required for the identification of modern editions which, as Seymour Lubetsky has noted, “are issued and reissued under different title pages, for or by different publishers, and at different times and places, from the same original plates; and where the interest of the title page is only that of an introduction to the book.” This fact has been demonstrated objectively, and its recognition has had a profound effect on the new rules. By no longer trying to reflect the organization and, to a lesser extent, the detail of information on the title page, we are enabled to present a more consistent and orderly description of the work itself.

The recognition of changes in the nature of books has led to simplification of the description. It should be noted that the Library of Congress decided to simplify not merely in response to pressure from other libraries, but primarily because it became clear that the functions of descriptive cataloging could be served better by simpler entries. The new cards will be cheaper to make, easier to file, easier to find, and more intelligible to everyone.

That the code will be acceptable to enough

libraries to become a new standard of descriptive cataloging practice is the urgent hope of all those who, like this reviewer, have followed its development enthusiastically and approvingly. If it should prove to be widely acceptable, if it should resolve some of the controversial issues of recent decades, if it should gain the confidence of both catalogers and administrators, the profession will have paid a richly deserved tribute to Mr. Henkle, Miss Morsch, Mr. Lubetsky, and the many others, both within the Library of Congress and without, who were responsible for its preparation.—*Raynard C. Swank.*

## HISTORY OF MANUAL AND INDUSTRIAL EDUCATION

Charles A. Bennett

Acknowledged as the greatest work so far attempted in setting forth the true background of industrial education as known today. Points out the vital forces which have brought about changes in both general and vocational education back to the period of apprenticeships and earliest development in Russia, Europe and the United States.

A book that is a contribution of major importance to the literature of American education both as a text for teacher-training classes and as an indispensable reference for the field of industrial and vocational education.

In two volumes: Volume I, up to 1870, \$5.00  
Volume II, 1870-1917, 5.50

Order through your dealer or direct from

**THE MANUAL ARTS PRESS**  
447 Duroc Bldg., Peoria 3, Illinois

A SECOND EDITION OF THEODORE BESTERMAN'S

# A WORLD BIBLIOGRAPHY OF BIBLIOGRAPHIES

*and of Bibliographical Catalogues, Calendars,*

*Abstracts, Digests, Indexes, and the Like*



THREE VOLUMES, BOUND IN BUCKRAM, \$60.00

PRINTED BY THE UNIVERSITY PRESS, OXFORD, ENGLAND



**D**R. BESTERMAN, Chief of UNESCO'S Documentation, Library, and Statistical Services, has compiled a second edition of this *World Bibliography*, 55% larger than the first edition.

This indispensable tool for library, reference, and research work of every kind records about 65,000 volumes of bibliography under 8,000 headings and subheadings.

**Vol. 1 (A-H; xxviii pp.; 1450 coll.) is now available for \$25.00 payable on delivery.**

**The second and third volumes will be issued together early in 1948.**

Place your order now before the original printing is exhausted; the set will be reprinted by J. W. Edwards provided enough orders are received. The price for the re-print edition will also be \$60.00.

ORDERS MUST BE PLACED WITH

J. W. EDWARDS



ANN ARBOR, MICHIGAN



# FOR BETTER RESULTS

*in securing*  
**BOOKS and PERIODICALS**


**USE**

New and Used  
Foreign and Domestic

## STECHELT-HAFNER SERVICE




**ECONOMY**



**ACCURACY**




**DEPENDABILITY**



Books and Periodicals — in all languages—on all subjects—are supplied either from our extensive and continually growing stock or are obtained for you from publishers in America and abroad.

Out - of - print books systematically sought by our staff of competent research workers.



**STECHELT-  
HAFNER**

INC.

Books and Periodicals  
31 East 10th Street  
New York 3, N. Y.